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ABSTRACT

Developed through synthesis and review of existing task analysis literature, this guide lists tasks expected to be performed by workers in ten health occupations and presents information for incorporating these tasks into articulated secondary and postsecondary competency based educational programs. Task listings are presented for the following occupations: dental assistant, dental laboratory technician, emergency medical technician, medical assistant, medical laboratory technician, medical secretary, operating room technician, practical nurse, respiratory therapy technician, and x-ray technologist. An introduction and five appendixes discuss using these task lists in program development. Tasks are listed by suggested instructional sequence with various program exit points noted by job title. The appendixes cover the following topics: an overview of competency based education; the relationship of duties, tasks, performance objectives, and criterion referenced measures; understanding duties, tasks, and procedural steps in competency based instruction; completers, leavers, and the concept of multiple career options (discussion of organizing a curriculum which allows students to take only a portion of an instructional sequence and still be a program completer by federal guidelines); and a model for curriculum organization. A bibliography follows. (MN)

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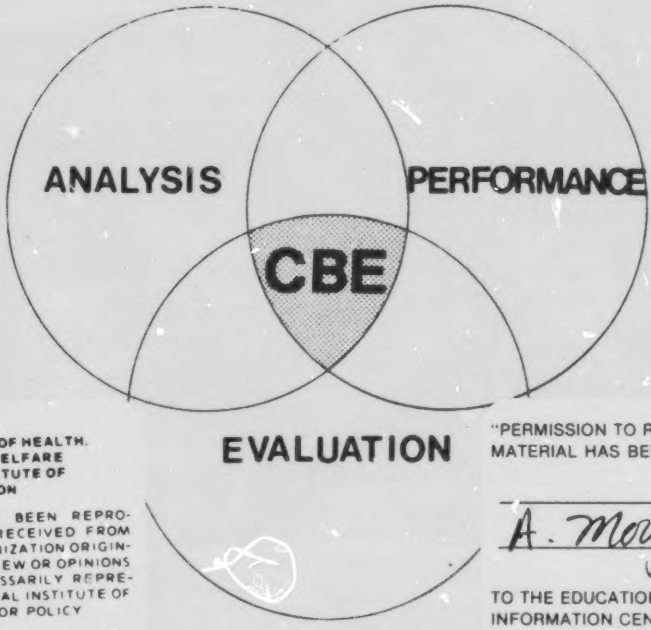
A GUIDE TO TASK ANALYSIS FOR COMPETENCY BASED EDUCATION

HEALTH OCCUPATIONS



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Introduction

This document was developed pursuant to a grant from the Georgia Department of Education and is designed to provide the foundation data for a task-based curriculum in a number of occupational training areas. The first section and several appendices will deal with the relationships between the data presented here and the development of a performance or competency based educational program.

Resources and Methods

This material was developed through a process of synthesis and review of the existing task analysis literature. The task documents provided by the Vocational Technical Education Consortium of States (V-TECS) as cited in the bibliography provided much of the original data necessary for development of the task lists as they appear here. The validation of the task lists as truly being those performed by incumbent workers was established by this method of beginning with data that had already been through the rigid and thorough analysis of these workers employed by V-TECS. This material was presented to teams of secondary and post-secondary teachers in each curriculum area who were recommended by State Department of Education staff and selected teacher trainers and educators as being among the most competent in their area of specialization. These teams were used to organize and refine the material into the format utilized in this publication.

Uses

There are several key needs of vocational curriculum development which are attended to by the task analysis materials which follow this introduction. The uses of this material are summarized below:

1. Content Validity--By utilizing existing task analyses this project began with a series of worker tasks which had already been validated by incumbent workers in each category. The instructors who revised and modified these materials insured that the tasks as presented represent realistic instructional areas for which specific performance objectives may be written. The material is therefore both useable in the world of work and "teachable" in the typical vocational program in our state.
2. Curriculum Organization--The task lists as presented have been placed in a suggested teaching sequence. This sequence is based on the judgment of the team who prepared the list. The sequence may be altered as deemed appropriate in local situations, but it does represent a logical ordering of both duties and tasks which may be translated directly into the classroom situation.
3. Multiple Career Options--Each task list is broken down by a series of job titles within each occupational domain. These job titles are for the most part, recognized by the Dictionary of Occupational Titles and the U. S. Department of Labor. The progress from

least skill required to most skill required with necessary tasks identified for each title. These career options or "exit points" may be used to design a curriculum which is open-ended. It allows a student in any program to be declared a completer when he has demonstrated mastery of the tasks necessary for any one of the series of exit points. (NOTE: It should be mentioned that in some highly technical programs, such as Medical Technology, there are few if any recognized exit points short of the certificated level attainable only at the conclusion of the entire program. This restriction is due to the licensing requirements of these various areas.) The utilization of multiple exit points is applicable to reporting procedures required by the Management Information System of the State Department of Education. If students complete any one of the exit points it may be assumed that the student's educational objective has been met. This is consistent with Federal definitions of program completer. (See Appendix D.)

4. Delineation of Secondary and Post-secondary Programs--These task lists are organized into secondary and post-secondary expectancies in terms of exit point possibilities. Suggested exit points are given for programs at each level. The high school program could utilize the tasks associated with exit points from several of the specialized programs as the foundation for a cluster course which has well-defined competency levels and

which has specific job titles associated with it. The suggested high school exit points in no way limit the dimensions of high school training. They are only benchmarks against which secondary programs can evaluate occupational training goals in terms of real job possibilities. Each secondary program is encouraged to set realistic task-based training goals for itself.

HOW TO USE THIS BOOK

The task lists prepared here cover a number of programs and are arranged by clusters of related occupations. These are construction, drafting, electronics, health occupations, business education, electro-mechanical, food services, metals and transportation. Each list is preceded by a summary of tasks by exit point. Each cluster of lists is related to an existing high school program and each specific list represents a post-secondary program. The elements and uses of these lists are as follows:

1. Occupational Area--

   This corresponds to a specialized training program presently being taught in technical schools in Georgia. This should be used to identify task lists for curriculum development in these specific programs.

2. Related Secondary Cluster--

   This specifies the high school cluster program to which the specialized area is most logically related. This designation should be used to relate areas of high school instruction to areas of post-secondary instruction.

3. Possible Exit Points--

The exit points associated with task list begin with jobs with least skill required and progress to the highest skill required for any title. Virtually all exit points are identified by code numbers from the Dictionary of Occupational Titles. Tasks necessary for student competence in each exit point are indicated in matrix form by an X. These exit points should be used to define curriculum for programs which offer a series of career options short of the most technically demanding occupation in any area.

4. Duty Area--

All task lists are broken down in to broad functional areas of worker responbility called duties. These duties follow the format established by V-TECS and are further defined in Appendix A. Duty areas are given in a suggested sequence of instruction and should be used to form the topical outline for a course of study.

5. Task Statements--

Each task statement is phrased using V-TECS terminology. The tasks are arranged in a suggested teaching sequence. Tasks may be identified by duty area such as A-1, B-3, C-5, etc. Task statements should be used to form the performance content of a program of instruction. Individual users are encouraged to write performance objectives and criterion measures for each task as per examples given in Appendix B.

6. Secondary Expectancy--

   This element graphically identifies the tasks associated with suggested secondary exit points mentioned on the summary sheet. This designation allows for the general high school curriculum content to be rapidly identified.

SAMPLE

TASK LISTING BY DOT CODE

2

OCCUPATIONAL AREA (POST-SECONDARY)

1 REFRIGERATION, HEATING & AIR CONDITIONING

RELATED SECONDARY CLUSTER ELECTRO-MECHANICS

3

DUTY __________

4

*DENOTES SECONDARY EXPECTANCY

5

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTION	AIR CONDITIONING INSTALLER DOMESTIC	AIR CONDITIONING INSTALLER HELPER	AIR CONDITIONING SERVICER WINDOW UNIT	REFRIGERATION MECHANIC	AIR CONDITIONING TECHNICIAN	
	DOT NO.	827.464-010	637.687-010	637.261-010	637.261-026	007.181-010	
	DUTY A -- Installing Domestic Air Conditioning Systems						
1	Tap, thread, and replace threads				X	X	
2	Soft and silver solder copper tubing	X	X		X	X	
3	Maintain refrigeration manifold gauges	X	X		X	X	
4	Install and use refrigeration gauges	X			X	X	
5	Use a vacuum pump				X	X	
6	Test refrigeration systems for leaks	X			X	X	
7	Install refrigeration accessories				X	X	
8	Charge refrigeration systems	X			X	X	

6

7

9

10

LEGEND

11

1. AREA TECH SCHOOL PROGRAM NAME.

12

2. SPECIFIC D.O.T. JOB TITLES.

13

3. HIGH SCHOOL CLUSTER PROGRAM NAME.

14

4. INDICATES TASK WHICH SHOULD BE MASTERED BY AN AVERAGE HIGH SCHOOL STUDENT.

15

5. BROAD AREA OF WORKER RESPONSIBILITY.

16

6. TASK STATEMENTS.

17

7. INDICATES TASK PERFORMED BY EACH JOB TITLE.

18

19	Install package units (residential and mobile home)	X			X	X	

SUMMARY OF MULTIPLE CAREER OPTIONS IN DENTAL ASSISTING

Secondary -

None (While tasks which a high school student in a Health Occupations cluster program could theoretically master are noted, they are not sufficient to prepare him for any of the occupational titles listed below.)

Post Secondary - (The only title recognized by the DOT in this area is the Dental Assistant 079.371-010. The options given here exist in some dental facilities, however, and do constitute viable employment possibilities.)

- Roving Assistant
- Chairside Assistant
- Advanced Chairside Assistant
- Secretarial Assistant Clerk
- Secretarial Assistant
- Preventive Assistant

- Task Summary -

Roving Assistant. Task #'s: A-1-7, B-1-7, C-1-11, D-1-11, E-1-8, F-1.

Chairside Assistant. Task #'s: A-1-7, B-1-7, C-1-11, D-1-11, E-1-8, F-1-5, G-1-90.

Advanced Chairside Assistant. Task #'s: A-1-7, B-1-7, C-1-11, D-1-11, E-1-8, F-1-5, G-1-90, H-1-27, J-1-21, K-1-116, N-3.

Secretarial Assistant Clerk. Task #'s: L-1-7, L-9-11, L-18-22, L-24-25, L-28, M-2-11, M-20-22.

Secretarial Assistant. Task #'s: L-1-28, M-1-22.

Preventive Assistant. Task #'s: A-1-11.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS					
	DOT DESCRIPTI	ROVING ASSISTANT	CHARISIDE ASSISTA	ADVANCED CHAIRSIDI ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIS	PREVENTIVE ASSIST
TASK NO.	TASK NAME / DOT NO.	**	**	**	**	**	**
	DUTY A -- Prepare Operatory						
* 1	Disinfect operatory equipment	X	X	X			
* 2	Prepare tray set-ups	X	X	X			
3	Review treatment records	X	X	X			
4	Prepare evacuation apparatus	X	X	X			
* 5	Attach handpieces to dental unit	X	X	X			
* 6	Position chair for seating patient	X	X	X			
* 7	Position patient in chair	X	X	X			
	DUTY B -- Prepare for Procedure						
* 1	Greet patient and escort to dental operatory	X	X	X			
* 2	Seat patient for maximum comfort and efficiency	X	X	X			
* 3	Place lap drape	X	X	X			
* 4	Position light for safety and efficiency	X	X	X			
5	Position operator and assistant carts to efficient working positions	X	X	X			
6	Position operator and assistant stools	X	X	X			
* 7	Follow approved handwashing procedures	X	X	X			
	DUTY C -- Deliver and Receive Instruments						
* 1	Deliver and receive a pen grasp instrument	X	X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIC	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSISTA
		DOT NO.	**	**	**	**	**	**
* 2	Deliver and receive a reverse pen grasp instrument		X	X	X			
* 3	Deliver and receive a palm grasp instrument		X	X	X			
4	Deliver and receive a palm-thumb grasp instrument		X	X	X			
* 5	Deliver and receive scissors/hemostats		X	X	X			
6	Deliver rotary instruments and accessories		X	X	X			
7	Receive, reverse end of instruments, and deliver		X	X	X			
8	Deliver and receive anesthetic syringe		X	X	X			
9	Deliver, receive, and evacuate simultaneously		X	X	X			
10	Deliver two hand instruments simultaneously		X	X	X			
11	Deliver and receive only in transfer zone		X	X	X			
	DUTY D -- Maintain Field of Operation							
1	Shape and place saliva ejector		X	X	X			
2	Position suction tip for all quadrants		X	X	X			
3	Retract cheeks, lips, and tongue		X	X	X			
4	Select and place bite blocks		X	X	X			
5	Apply air to clear mirror during cavity preparation		X	X	X			
6	Apply air to dry and cleanse preparation		X	X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTI ROVING ASSISTANT	CHAIRSIDE ASSISTA	ADVANCED CHAIRSID ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTANT	PREVENTIVE ASSIST
	DOT NO.	**	**	**	**	**	**
7	Apply air during tooth preparation	X	X	X			
* 8	Apply cotton rolls	X	X	X			
* 9	Remove cotton rolls	X	X	X			
10	Apply water during tooth preparation	X	X	X			
11	Apply water to cleanse tooth preparation	X	X	X			
	DUTY E -- Chairside Support						
1	Prepare instruments for disinfection and sterilization	X	X	X			
2	Use the ultrasonic cleaner	X	X	X			
3	Disinfect instruments using a chemical solution	X	X	X			
4	Operate autoclave to sterilize instruments	X	X	X			
5	Clean the autoclave	X	X	X			
* 6	Operate a dry heat sterilizer	X	X	X			
7	Operate a chem-i-clave	X	X	X			
8	Disinfect operatory equipment	X	X	X			
	DUTY F -- Assist with Administration of Local Anesthetic						
* 1	Prepare anesthetic syringe(aspirating or nonaspirating)	X	X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS / DOT DESCRIPTI	ROVING ASSISTANT	CHAIRSIDE ASSISTA	ADVANCED CHAIRSIDI ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIS	PREVENTIVE ASSISTA
		DOT NO.	**	**	**	**	**	**
2	Apply topical anesthetic			X	X			
3	Warm anesthetic			X	X			
4	Adjust bevel of needle			X	X			
5	Deliver syringe out of patient's field of vision			X	X			
	DUTY G -- Perform Chairside Procedures							
1	Establish rapport with the patient			X	X			
2	Avoid cross-contamination at chairside			X	X			
3	Assist in oral and dental examination			X	X			
4	Chart existing restorations and missing teeth			X	X			
5	Chart pathosis .			X	X			
6	Take and record patient's medical and dental history			X	X			
7	Maintain accurate records of the patient's condition			X	X			
8	Assist with diagnostic procedures			X	X			
9	Assist the dentist at the chair with operative procedures			X	X			
10	Select proper armamentarium for operative procedures			X	X			
11	Assist in cavity preparation			X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS					
	DOT DESCRIPTI	ROVING ASSISTANT	CHAIRSIDE ASSISTA	ADVANCED CHAIRSID ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIS	PREVENTIVE ASSIST
	DOT NO.	**	**	**	**	**	**
TASK NO.	TASK NAME						
12	Prepare and deliver varnishes		X	X			
13	Prepare and deliver cavity liners		X	X			
14	Prepare and deliver zinc phosphate cement base		X	X			
15	Prepare and deliver zinc oxide eugenol cement base		X	X			
16	Prepare matrix for tooth being prepared		X	X			
17	Deliver and receive matrix and wedge		X	X			
18	Assist in cavity restoration		X	X			
19	Prepare and mix and deliver amalgam		X	X			
20	Prepare, mix, and deliver composite (filled) resin		X	X			
21	Assist with placement of rubber dam		X	X			
22	Assist in making an impression		X	X			
23	Prepare, mix and deliver reversible hydrocolloid		X	X			
24	Prepare, mix and deliver irreversible hydrocolloid		X	X			
25	Prepare, mix, and deliver polysulfide elastic impression material		X	X			
26	Prepare, mix, and deliver silicone elastic impression material		X	X			
27	Prepare, mix, and deliver impression plaster		X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI	ROVING ASSISTANT	CHAIRSIDE ASSISTA	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSIST
		DOT NO.	**	**	**	**	**	**
28	Prepare, mix, and deliver iznc oxide eugenol impression paste			X	X			
29	Prepare and deliver impression compound, stick form			X	X			
30	Prepare and deliver impression compound, wafer form			X	X			
31	Prepare and deliver wax for occlusal registration			X	X			
32	Prepare, mix, and deliver bite registration paste			X	X			
33	Assist in cementing procedures			X	X			
34	Prepare, mix, and deliver zinc phosphate cement for cementing			X	X			
35	Prepare, mix, and deliver zinc oxide eugenol cement for cementing purposes			X	X			
36	Prepare, mix, and deliver silico-phosphate cements			X	X			
37	Prepare, mix, and deliver polycarboxalate cements			X	X			
38	Assist in periodontal surgery			X	X			
39	Prepare, mix, and deliver periodontal dressing			X	X			
40	Explain periodontal post-operative instructions to patient			X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTION	ROVING ASSISTANT	CHAIRSIDE ASSISTANT	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTANT	PREVENTIVE ASSISTANT
	DOT NO.	**	**	**	**	**	**
41	Remove periodontal pak		X	X			
42	Assist with suture placement		X	X			
43	Assist with suture removal		X	X			
44	Assist with tooth removal		X	X			
45	Assist with oral surgery procedures		X	X			
46	Drape patient in preparation for oral surgery		X	X			
* 47	Take blood pressure		X	X			
* 48	Take pulse		X	X			
* 49	Take temperature		X	X			
50	Select proper oral surgery armamentarium		X	X			
51	Irrigate operative site		X	X			
52	Aspirate operative site		X	X			
53	Retract tissue		X	X			
54	Give oral surgery post-operative instructions		X	X			
55	Assist in endodontic procedures		X	X			
56	Drape patient for endodontic procedure		X	X			
57	Prepare rubber dam for endodontic treatment		X	X			
58	Expose and process radiographs for wet reading		X	X			
59	Assist with vitality testing of teeth		X	X			
60	Measure files, reamers, points to be used		X	X			
61	Operate bead sterilizer		X	X			
62	Sequence materials to be used in endodontics		X	X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO DOT NO.	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSISTA	
			**	**	**	**	**	**	
63	Assists in procuring a culture			X	X				
64	Assists in alleviating fears of the endodontic patient			X	X				
65	Assist in pedodontic procedures			X	X				
66	Establish communication with pedodontic patient at age level			X	X				
67	Prepare spot-welded bands			X	X				
68	Assist in applying pit and fissure sealants			X	X				
69	Assist in fluoride treatments			X	X				
70	Assist in pulpotomy procedures			X	X				
71	Assist in fixed prosthodontics			X	X				
72	Assist with placement of gingival retraction cord			X	X				
73	Remove givgival retraction cord			X	X				
74	Load impression material in syringe			X	X				
75	Assist in taking an accurage impression			X	X				
76	Stabilize impression tray in mouth			X	X				
77	Assist in removable prosthodontic procedures			X	X				
78	Select proper impression trays			X	X				
79	Care for patient appliances			X	X				
80	Polish a denture			X	X				
81	Assemble removable prosthodontic armatmentarium and equipment			X	X				

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSISTA
		DOT NO.	**	**	**	**	**	**
82	Recognize needs of the denture patient			X	X			
83	Assist with face-bow procedure			X	X			
84	Anticipate needs of the dentist in all procedures			X	X			
85	Assist in orthodontic procedures			X	X			
86	Assist with the selection of bands and brackets			X	X			
87	Assemble orthodontic armantarium in sequence of need			X	X			
88	Prepare cement for attachment of the bands and brackets			X	X			
89	Remove excess cement after cementation of bands and brackets			X	X			
90	Give toothbrushing instruction to an orthodontic patient			X	X			
	DUTY H -- Perform Advanced Chairside Procedures							
1	Take an alginate impression				X			
2	Polish a reversible restoration				X			
3	Place a matrix on a posterior tooth				X			
4	Place a rubber dam on a pedodontic patient				X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTANT	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTA	PREVENTIVE ASSISTAN
	DOT NO.	**	**	**	**	**	**
TASK NO.	TASK NAME						
5	Place a rubber dam on an adult patient			X			
6	Remove the rubber dam			X			
7	Mix and place a temporary restoration			X			
8	Construct and seat a temporary bridge			X			
9	Prepare and seat a temporary crown			X			
10	Select, prepare, and seat preformed crown			X			
11	Apply topical flouride			X			
12	Remove sutures			X			
13	Remove periodontal dressing			X			
14	Remove cement from seated crown or bridge			X			
15	Take bite registration of patient using wax			X			
16	Take bite registration of patient using paste			X			
17	Mount casts on articulator using bite registration			X			
18	Recognize signs of C/P embarrassment/arrest			X			
19	Establish breathlessness			X			
20	Maintain patient airway			X			
21	Ventilate patient			X			
22	Establish cardiac arrest			X			
23	Initiate external cardiac massage			X			
24	Evaluate effectiveness of resuscitation			X			
25	Render aid to a conscious choking victim			X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS							
		DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST.	PREVENTIVE ASSISTA	
TASK NO.	**TASK NAME**	DOT NO.	**	**	**	**	**	**	
26	Render aid to an unconscious choking victim				X				
27	Present a treatment plan to a patient				X				
	DUTY J -- Perform Radiological Procedures								
1	Position patient for radiographic examination				X				
2	Select film size appropriate for patient's mouth and indicated techniques				X				
3	Select accessories for radiographic technique				X				
4	Adjust voltage amperage, and timer on X-ray machine				X				
5	Expose radiographs using the bisecting technique				X				
6	Expose radiographs using the paralleling technique				X				
7	Expose bite-wing radiographs				X				
8	Expose occlusal radiographs				X				
9	Expose extraoral radiographs				X				
10	Practice radiological health safety measures				X				
11	Expose panographic film				X				
12	Develop and fix exposed radiographic film using the hand development method				X				

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTANT	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTA	PREVENTIVE ASSISTAN
	DOT NO.	**	**	**	**	**	**
13	Develop and fix exposed radiographic film using the automatic developer			X			
14	Mix solutions for developing and fixing radiographic film			X			
15	Maintain processing solutions			X			
16	Clean X-ray processing equipment			X			
17	Change processing solutions			X			
18	Evaluate dental radiographs for diagnostic quality			X			
19	Mount dental radiographs			X			
20	Label dental radiographs			X			
21	Maintain unexposed radiograph film storage			X			
	DUTY K -- Performing Dental Laboratory Skills						
1	Pour a dental stone diagnostic model			X			
2	Trim a dental stone model			X			
3	Pour and trim a plaster stone model			X			
4	Box an impression			X			
5	Construct a custom made tray (Crown & Bridge & Endentulous)			X			
6	Construct an acrylic base plate			X			

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSISTA	
	DOT NO.	**	**	**	**	**	**	
TASK NO.	TASK NAME							
7	Fabricate an occlusual rim for partial denture patient			X				
8	Fabricate an occlusal rim for a complete denture patient			X				
9	Box an impression			X				
10	Construct an acrylic temporary bridge			X				
11	Construct an acrylic temporary crown			X				
12	Repair a denture (minor repairs)			X				
*13	Polish a denture			X				
14	Polish an acrylic retainer			X				
15	Prepare a dowel pin die			X				
16	Pour and trim a labial index model			X				
	DUTY L -- Perform General Office Procedures							
1	Assemble patient records for treatment				X	X		
2	Maintain files for business records and correspondence				X	X		
3	Maintain accurate patient records				X	X		
4	Maintain an active recall system				X	X		
5	Maintain appointment control					X		
* 6	Receive patients and visitors				X	X		
7	Manage children accompanying patients					X		

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS						
TASK NO.	TASK NAME	DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTANT	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSIST	PREVENTIVE ASSISTAN
		DOT NO.	**	**	**	**	**	**
8	Screen non-patient visitors						X	
9	Prepare reception room for patients					X	X	
*10	Place telephone calls					X	X	
*11	Answer telephone calls					X	X	
12	Answer emergency telephone calls						X	
13	Schedule emergency patients						X	
14	Arrange meetings and/or conferences						X	
15	Arrange travel accomodations						X	
16	Make arrangements for patient admission to hospital						X	
17	Sort, open, and route mail						X	
*18	Operate typewriter					X	X	
*19	Operate copy equipment					X	X	
20	Compose and type a business letter					X	X	
21	Compose and type a recall letter					X	X	
22	Type a consultation letter					X	X	
23	Compose and type a referral-thank you letter						X	
24	Maintain office environment					X	X	
25	Maintain and rotate inventory					X	X	
26	Order supplies						X	
27	Order equipment						X	
28	Maintain maintenance records on all equipment					X	X	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTAN	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTA	PREVENTIVE ASSISTAN
		DOT NO.	**	**	**	**	**	**
	DUTY M -- Perform Accounting and Financial Procedures							
1	Arrange financial agreements						X	
2	Collect fees for dental services					X	X	
3	Maintain daily log system of ledger entries					X	X	
4	Maintain a peg-board system of ledger entries					X	X	
5	Issue receipts					X	X	
6	Prepare statements					X	X	
7	Prepare age-analysis of each accounts receivable account					X	X	
8	Prepare bank deposits					X	X	
9	Reconcile bank statements and checkbook					X	X	
10	Maintain petty cash accounts					X	X	
11	Balance and replenish petty cash					X	X	
12	Prepare payroll						X	
13	Maintain state and federal tax information						X	
14	Prepare all tax records						X	
15	Write checks and maintain balance						X	
16	Complete workmen's compensation forms						X	
17	Complete commercial health forms						X	
18	Complete medicare medicaid insurance forms						X	
19	Complete credit checks on patients						X	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

** No DOT Codes Currently Listed

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS						
		DOT DESCRIPTIO	ROVING ASSISTANT	CHAIRSIDE ASSISTANT	ADVANCED CHAIRSIDE ASSISTANT	SECRETARIAL ASSISTANT CLERK	SECRETARIAL ASSISTA	PREVENTIVE ASSISTAN
		DOT NO.	**	**	**	**	**	**
20	Maintain a monthly summary of earnings and expenses						X	
21	Maintain a yearly summary of earnings and expenses						X	
22	Supervise office personnel						X	
	DUTY N -- Supervise an Oral Disease Control Program							
1	Plan a plaque-control program							X
2	Use methods of facilitating learning							X
3	Instruct patient in oral disease control methods					X		X
4	Select appropriate home care technique for each patient							X
5	Evaluate patient's achievement							X
6	Evaluate dietary habits							X
7	Instruct patient in needed diet changes							X
8	Identify extra-oral habits affecting occlusion							X
9	Perform periodontal charting							X
10	Desensitize hypersensitive teeth							X
11	Assist in giving oral habit therapy							X

DENTAL LABORATORY TECHNICIAN 712.381-018

No exit points short of the technician level could be identified for this program. Tasks which could theoretically be mastered by a high school student in a Health Occupations cluster have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS							
	DOT DESCRIPTIO	DENTAL LABORATORY TECHNICIAN						
	DOT NO.	712.381-018						
TASK NO.	TASK NAME							
	DUTY A -- Perform Preparatory Procedures							
* 1	Prepare cast mixtures	X						
* 2	Pour preliminary casts	X						
* 3	Trim preliminary casts	X						
* 4	Pour master casts	X						
* 5	Trim master casts	X						
* 6	Prepare die stone mixtures	X						
* 7	Pour casts with removable dies	X						
* 8	Mount casts on articulators	X						
	DUTY B -- Perform Complete Denture							
	Fabrication Duties							
1	Prepare impression tray mixtures	X						
2	Prepare impression trays on endentulous							
	casts	X						
3	Trim and polish impression trays	X						
4	Construct record bases on master casts	X						
5	Construct occlusion rims on record bases	X						
6	Select complete denture teeth	X						
7	Arrange teeth in wax on mounted casts	X						
8	Contour wax denture bases	X						
9	Select complete denture flasks	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI: DENTAL LABORATORY TECHNICIAN DOT NO.: 712.381-018						
10	Prepare complete denture flasks	X						
11	Half-flask waxed dentures	X						
12	Full-flask waxed dentures	X						
13	Boil-out waxed dentures	X						
14	Prepare acrylic resin mixtures	X						
15	Test acrylic resin consistency	X						
16	Trial pack acrylic resin mixtures	X						
17	Cure acrylic resin	X						
18	Deflask complete dentures	X						
19	Remount complete dentures on articulators	X						
20	Correct occlusion of complete dentures	X						
21	Prepare maxillary denture remount index	X						
22	Remove dentures from casts	X						
* 23	Finish and polish complete dentures	X						
* 24	Repair, reline and rebase complete dentures	X						
	Task C -- Perform Removable Partial							
	Dentures Duties Fabrication							
1	Survey removable partial denture casts	X						
2	Tripod removable partial denture casts	X						
3	Apply blockout wax to removable partial							
	denture casts	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: DENTAL LABORATORY TECHNICIAN DOT NO.: 712.381-018						
4	Contour blockout wax on removable partial denture casts	X						
5	Ledge removable partial dentures cast abutment teeth	X						
6	Bead removable partial denture casts	X						
7	Prepare master casts for duplicating	X						
* 8	Prepare duplicating materials	X						
* 9	Pour master casts duplications	X						
* 10	Remove master casts from molds	X						
* 11	Pour refractory casts	X						
* 12	Dry refractory casts	X						
* 13	Wax dip refractory casts	X						
14	Wax removable partial denture frameworks	X						
15	Sprue removable partial denture frameworks	X						
16	Invest removable partial denture frameworks	X						
17	Burnout removable partial denture work ups	X						
18	Prepare casting machines	X						
19	Cast metal frameworks	X						
20	Recover metal frameworks	X						
21	Sandblast metal frameworks	X						
22	Finish metal frameworks	X						
23	Electro polish metal frameworks	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	IBLE EXIT POINTS DOT DESCRIPTI: DENTAL LABORATORY TECHNICIAN DOT NO. 712.381-018						
24	Polish metal frameworks	X						
25	Seat metal frameworks on casts	X						
26	Select denture teeth for removable partial dentures	X						
27	Arrange denture teeth for removable partial dentures	X						
28	Wax contour denture bases for removable partial dentures	X						
29	Prepare removable partial denture flasks	X						
30	Half-flask removable partial dentures	X						
31	Full-flast removable partial dentures	X						
32	Boil out removable partial dentures	X						
33	Prepare acrylic resin mixtures	X						
34	Trial pack acrylic resin mixtures	X						
35	Cure removable partial dentures	X						
36	Deflask removable partial dentures	X						
37	Remove removable partial dentures from casts	X						
38	Finish and polish removable partial dentures	X						
39	Repair removable partial denture frameworks	X						
40	Reline and rebase denture bases for removable partial dentures	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTI

DOT NO.

TASK NO.	TASK NAME	DENTAL LABORATORY TECHNICIAN 712.381-018						
	DUTY D -- Perform Crown and Bridge Fabrication Duties							
1	Prepare wax for fixed restorations	X						
2	Wax inlays, crowns and bridges on removable dies	X						
3	Sprue inlays, crowns and bridges	X						
4	Prepare investment mixtures	X						
5	Invest wax patterns for inlays, crowns and bridges	X						
6	Burn out wax patterns	X						
7	Prepare casting machine	X						
8	Cast inlays, crowns and bridges	X						
9	Remove sprues from castings	X						
10	Finish and polish inlays, crowns and bridges	X						
11	Solder crowns and bridges	X						
12	Apply acrylic resin to crowns	X						
13	Finish and polish acrylic resin to crowns and bridges	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIC

DOT NO.

TASK NO.	TASK NAME	DENTAL LABORATORY TECHNICIAN 712.381-018						
	DUTY E -- Perform Dental Ceramic Fabrication Duties							
1	Wax substructures for dental ceramic restorations	X						
2	Sprue wax patterns	X						
3	Invert wax patterns	X						
4	Burn out wax patterns	X						
5	Prepare casting machine	X						
6	Cast substructures for ceramic restorations	X						
7	Remove sprues from castings	X						
8	Finish substructures for ceramic restorations	X						
9	Prepare substructures for application of opaque porcelain	X						
10	Apply opaque porcelain to substructures	X						
11	Bake opaque porcelain on substructures	X						
12	Apply tooth color proper shade porcelain to substructures	X						
13	Bake porcelain or substructures	X						
14	Finish porcelain	X						
15	Glaze porcelain restorations	X						
16	Solder metal substructures	X						
17	Solder porcelain units	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) DENTAL LABORATORY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTION: DENTAL LABORATORY TECHNICIAN DOT NO.: 712.381-018
	DUTY F -- Perform Orthodontic/Pedodontic Fabrication Duties	
1	Adapt retainer clasps	X
2	Adapt labial arch wires	X
3	Prepare casts for acrylic resin	X
4	Apply acrylic resin to retainers	X
5	Remove retainers from casts	X
6	Finish and polish retainers	X
7	Adapt wire and bar for space maintainer	X
8	Solder wire and bar space maintainer components	X
9	Polish wire and bar space maintainer solder joints	X

EMERGENCY MEDICAL TECHNICIAN (BASIC) 079.374-010

No exit points short of the technician level could be identified for this program. Tasks which could theoretically be mastered by a high school student in a Health Occupations cluster have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO DOT NO.
	DUTY A -- Assessing Patients	
* 1	Check for a patient airway	
* 2	Check for adequate ventilation	
* 3	Ascertain presence of pulse	
4	Evaluate level of consciousness	
5	Check pupillary responses	
6	Palpate skeleton for deformity, pain, or point tenderness	
7	Check distal pulses	
8	Examine for wounds and rashes	
9	Evaluate skin color	
10	Evaluate motor activity	
11	Evaluate sensory capability	
12	Palpate abdomen	
13	Palpate chest	
14	Listen for breath and bowel sounds with a stethoscope	
15	Obtain a medical history	
16	Obtain permission for treatment	
*17	Measure blood pressure	
*18	Count pulse rate	
*19	Count respiratory rate	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
EMERGENCY MEDICAL TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY ______

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO DOT NO.						
* 20	Measure body temperature							
21	Reassure patient							
22	Evaluate loss of blood or body fluids							
	DUTY B -- Providing Care for Patients							
	With Respiratory Impairments							
* 1	Maintain a patent airway by manual methods							
2	Insert an oropharyngeal airway							
3	Insert a nasal airway							
4	Insert an esophageal obturator airway							
5	Suction airwa-							
6	Administer oxygen via mask							
7	Administer oxygen via cannula or catheter							
8	Ventilate with bag-value-mask							
9	Ventiate with oxygen powered demand valve							
10	Use a choke saver							
* 11	Perform Heimlich Maneuver							
* 12	Perform resuscitation by the mouth-to-mouth,							
	mouth-to-nose, or mouth-to-stoma route							
13	Stabilize rib fractures							
14	Recognize and treat a pneumothorax							
15	Seal open chest wounds							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTION DOT NO.						
16	Recognize and treat traumatic asphyxia							
17	Recognize and treat chronic obstructive lung disease							
* 18	Recognize and treat hyperventilation							
* 19	Perform manual method of artificial ventilation							
20	Recognize and treat pulmonary edema							
	DUTY C -- Providing Care for Patients with Impaired Circulation							
* 1	Perform one and two man cardiopulmonary resuscitation							
2	Perform precordial thump							
3	Recognize and treat acute myocardial infarction							
4	Recognize and treat pericardial tamponade							
5	Recognize and treat congestive heart failure							
6	Recognize and treat angina							
* 7	Control hemorrhage with pressure to a supplying vessel							
* 8	Control hemorrhave with a pressure dressing							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

DOT NO.

TASK NO.	TASK NAME							
* 9	Apply a tourniquet							
10	Apply Military anti-shock trousers							
11	Initiate intravenous fluids							
* 12	Apply blankets to preserve body warmth							
13	Position patient in Trandelenburg position							
14	Administer sublingual nitroglycerin tablets							
15	Recognize and differentiate types of shock							
	DUTY D -- Caring for Open and Closed Wounds							
1	Replace attached avulued tissue							
2	Preserve and transport detached tissues							
3	Stabilize impaled objects							
* 4	Apply sterile dressings							
5	Apply wet sterile dressings to exposed viscera							
* 6	Irrigate eyes							
* 7	Clean wounds							
8	Cover draining ear or nose with sterile dressing							
9	Apply chemical cold packs							
10	Determine status of tetanus immunization							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO DOT NO.						
	DUTY E -- Caring for Injuries to the Musculoskeletal System							
1	Recognize signs and symptoms of skeletal injury							
* 2	Apply padded board and ladder splints							
3	Apply lower extremeity traction splints							
* 4	Apply pneumatic splints							
* 5	Apply sling and swath to upper extremities							
6	Logroll patient							
7	Place patient on long spine board							
8	Apply short spine board							
9	Apply a cervical collar							
10	Apply build-a-board short spine board							
	DUTY F -- Caring for Patients with Impairment of the Central Nervous System							
1	Recognize and treat stroke							
2	Recognize diabetic coma and insulin shock							
3	Administer sugar (instant glucose) to diabetic patient							
* 4	Protect patient from injury during and after seizures							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

***DENOTES SECONDARY EXPECTANCY**

POSSIBLE EXIT POINTS

DOT DESCRIPTION

TASK NO.	TASK NAME	DOT NO.
5	Perform dextrostix evaluation of blood sugar levels	
6	Talk to unconscious patients	
7	Protect paralyzed extremities	
	DUTY G -- Managing Patients Injured by Their Environment	
1	Assess extent and depth of thermal burns	
* 2	Irrigate (remove) chemical substances	
* 3	Protect self and patient from further injury during rescue	
* 4	Apply chemical hot packs and thermal blankets	
* 5	Administer warm liquids orally	
6	Evaluate presence of radioactive materials	
7	Recognize heat exhaustion, heat cramps, and heat stroke	
8	Administer cool salt or electrolyte solution orally	
9	Establish a danger or contamination zone	
10	Recognize signs and symptoms of frostbite	
11	Recognize signs and symptoms of diving injuries	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTION DOT NO.					
	DUTY H -- Managing Victims of Poisoning, Drug Abuse, or Behavioral Disturbances						
* 1	Identify poisonous substances						
* 2	Limit exposure to poisonous substances						
3	Adminster syrup of ipecac orally						
4	Adminster activated charcoal orally						
5	Induce vomiting by alternate methods						
6	Vocally soothe (talk down) disturbed, agitated patients						
7	Physically restrain combative patients						
8	Protect self from injury						
9	Preserve evidence of suicide or homicide						
	DUTY I -- Operating the Emergency Vehicle						
* 1	Drive defensively						
2	Maintain vehicle mechanically						
3	Restock supplies						
4	Operate 2-way radio						
5	Operate walkie-talkie						
6	Operate audible and visible warning devices						
7	Select appropriate routes of travel						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

TASK NO.	TASK NAME	DOT NO.						
* 8	Obey all motor vehicular laws							
* 9	Maintain vehicular cleanliness							
	DUTY J -- Gaining Access to and Packaging Victims for Extrication							
1	Use small hand tools							
2	Use pneumatic tools							
3	Use hydraulic tools							
4	Obtain professional assistance from other agencies (fire, police)							
5	Maintain a safe environment							
6	Evaluate scene of accident							
7	Control by-standers							
	DUTY K -- Providing Emergency Obstetrical and Gynecological Care							
1	Evaluate status of labor							
2	Assist mother in normal vaginal delivery							
3	Recognize and treat prolapsed umbilical cord							
4	Control uterine hemorrhage							
5	Manage breech delivery							
6	Recognize transverse or limb fetal presentation							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) EMERGENCY MEDICAL TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTION DOT NO.						
7	Transport aborted products of conception							
8	Recognize and treat sexual assault							
9	Provide neonatal care							
10	Assist mother in multiple deliveries							
11	Recognize and treat eclampsia							
	DUTY L -- Meeting Special Needs of							
	Pediatric Patient							
* 1	Reassure parents							
* 2	Recognize and reports signs of child abuse							
* 3	Maintain parental-child bond							
4	Obtain parental permission to treat							
5	Take appropriate precautions to protect							
	self and others from communicable diseases							
* 6	Recognize and treats febrile convulsions							
	DUTY M -- Lifing, Moving, and Transporting							
	Patients							
1	Use stair chair							
2	Use standard ambulance cot							
3	Use scoop stretcher							
* 4	Perform one, two, and three man lifts							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
EMERGENCY MEDICAL TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS						
	DOT DESCRIPTIO							
	DOT NO.							
* 5	Perform emergency drags							
6	Use stokes basket							
	DUTY N -- Maintaining Accurate Records and Patient Information							
1	Complete state ambulance trip reports							
2	Maintain cumulative patient log book							
3	Maintain vehicular records							
4	Complete dispatch forms							
5	Communicate information to emergency room staff							
	DUTY O -- Performing Triage							
1	Identify all injuries or illnesses							
2	Establish priorities of care							
3	Establish priorities for transportation							
4	Communicate with medical facilities and available ambulances							

MEDICAL ASSISTANT/
MEDICAL OFFICE ASSISTANT

079.367-010

No distinction between functions performed by these job titles could be found. These appear to be the same job. If exit points short of the 079.367-010 code can be found, local programs are encouraged to incorporate them into their program. Tasks which could theoretically be mastered as a portion of a high school Health/Business combination program have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS					
		DOT DESCRIPTIC MEDICAL ASSISTANT/ OFFICE ASSISTANT					
TASK NO.	TASK NAME	DOT NO. 079.367-010					
	DUTY A -- Managing the Medical Office						
* 1	Maintain reception room	X					
* 2	Arrange for external and internal custodial care of building	X					
* 3	Arrange for maintenance and repair of equipment	X					
* 4	Inspect all areas of office for cleanliness, stock and proper environmental control	X					
* 5	Maintain physician bag	X					
* 6	Maintain library of books and journals	X					
* 7	Maintain catalogues of general and specific medical supplies and equipment	X					
* 8	Establish inventory control and reorder levels for medical supplies	X					
9	Order medical supplies, medications, office supplies and equipment	X					
10	Receive and organize handling medications samples						
* 11	Arrange meetings and/or conferences	X					
* 12	Arrange travel accomodations	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTI MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO. 079.367-010						
	DUTY B -- Communication Oral and Written							
* 1	Greet patient and confirm appointment date and time	X						
* 2	Screen non-patient visitors	X						
* 3	Maintain open communications with doctors, employees and patients	X						
* 4	Manage children accompanying parents	X						
* 5	Sort mail	X						
* 6	Open mail	X						
* 7	Route mail	X						
* 8	Operate and maintain typewriter	X						
* 9	Operate and maintain transcription machine	X						
* 10	Transcribe medical information on patient record	X						
* 11	Compose office correspondence	X						
* 12	Type office correspondence	X						
* 13	Operate office business machines	X						
* 14	Properly stamp and mail office correspondence	X						
* 15	Place telephone calls	X						
* 16	Answer telephone calls	X						
* 17	Screen telephone calls	X						
* 18	Answer emergency calls	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS — DOT DESCRIPTION: MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO. 079.367-010						
	DUTY C -- Scheduling and Controlling Appointments							
* 1	Maintain appointment book	X						
* 2	Outline appointment book for routine hours	X						
* 3	Outline appointment book for meeting	X						
* 4	Outline appointment book for holidays, vacations, and buffer periods	X						
* 5	Schedule new patient appointments	X						
* 6	Schedule returning patient appointments	X						
* 7	Cancel and reschedule appointments	X						
* 8	Complete appointment slips	X						
* 9	Contact patient with later appointments to fill in for cancellations	X						
* 10	Cancel appointments for doctor	X						
* 11	Make daily schedule of appointments for doctor	X						
* 12	Explain schedule changes to waiting patient	X						
13	Arrange for patient's hospital admission	X						
* 14	Arrange for diagnostic test	X						
* 15	Arrange for patient consultation	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIC MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO. 079.367-010
	DUTY D -- Medical Records	
* 1	Assist new patient to complete registration form	X
* 2	Assist new patient to complete health history record	X
* 3	Interview patient for insurance or third part sponsorship information	X
* 4	Prepare release forms and obtain signature	X
* 5	Initiate a medical record file for new patient	X
* 6	Enter notes in medical record	X
* 7	File correspondence in patient's medical file	X
* 8	File patient's medical record	X
* 9	Obtain patient's medical record from file	X
* 10	Search for misfiled records	X
* 11	Review and separate medical record files	X
* 12	Purge medical record files	X
* 13	Maintain the patient's medical record	X
	DUTY E -- Insurance	
* 1	Assist with insurance inquiries	X
* 2	Complete commercial health forms	X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL ASSISTANT/OFFICE ASSISTANT
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO. 079.367-010
* 3	Complete workmen's compensation forms	X
* 4	Complete disability claims forms	X
* 5	Complete medicare claims forms	X
* 6	File insurance claims forms	X
* 7	Obtain insurance information from the medical record	X
* 8	Communicate with insurance companies concerning claims forms	X
	DUTY F -- Business Office Management	
* 1	Operate the calculator	X
* 2	Operate the adding machine	X
* 3	Operate the thermofax machine	X
* 4	Operate the photocopy machine	X
* 5	Complete the daily log sheet	X
* 6	File the daily log sheet in journal	X
* 7	Complete a charge slip	X
* 8	Complete a ledger card	X
* 9	Maintain a ledger card i[illegible]ray	X
* 10	Complete a bank deposit slip	X
* 11	Post payment on ledger card	X
* 12	Prepare patient's statements for billing	X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

	DOT DESCRIPTIO	MEDICAL ASSISTANT/ OFFICE ASSISTANT						
TASK NO.	TASK NAME / DOT NO.	079.367-010						
* 13	Handle credit arrangements with patient	X						
* 14	Type a collection letter	X						
* 15	Contact delinquent patient	X						
* 16	Extract billing information from doctor's notes	X						
* 17	Establish petty cash funds	X						
* 18	Control petty cash funds	X						
* 19	Prepare employees payroll records	X						
* 20	Complete employees tax forms	X						
21	Dispurse professional expense	X						
22	Reconcile a checkbook with bank statement	X						
23	Complete summary sheets of earnings and income	X						
24	Assemble information for accountant for tax returns	X						
	DUTY G -- Assisting with Clinical Procedures							
* 1	Assist patient from bed to stretcher	X						
* 2	Ambulate by stretcher	X						
* 3	Assist patient to wheel chair	X						
* 4	Ambulate by wheelchair	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO.: 079.367-010						
* 5	Assist patient on and off examining table	X						
* 6	Assist patient to dress and undress	X						
* 7	Assist patient from reception area to treatment room	X						
* 8	Wash hands to decontaminate	X						
* 9	Transfer sterile objects	X						
* 10	Set up sterile field	X						
* 11	Don sterile gloves	X						
* 12	Measure and record height	X						
* 13	Measure and record weight	X						
* 14	Check scales for balance	X						
* 15	Balance scales	X						
* 16	Take an oral temperature	X						
* 17	Take an axilla temperature	X						
* 18	Take a rectal temperature	X						
* 19	Take a radial pulse	X						
* 20	Take an apical pulse	X						
* 21	Chart vital signs on medical record	X						
* 22	Count respirations	X						
* 23	Take blood pressure	X						
* 24	Record blood pressure on medical record	X						
* 25	Position and drape patient for left sims	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

	DOT DESCRIPTI	MEDICAL ASSISTANT/ OFFICE ASSISTANT						
	DOT NO.	079.367-010						
TASK NO.	TASK NAME							
* 26	Position and drape patient for right sims	X						
* 27	Position and drape patient for dorsal recumbent	X						
* 28	Position and drape patient for lithotomy	X						
* 29	Position and drape patient for trendelenberg	X						
* 30	Position and drape patient for semi-fowlers	X						
* 31	Determine color vision with Ishihara charts	X						
* 32	Measure patient's vision with Snellen chart	X						
* 33	Assist physician with physical examination	X						
* 34	Clean a contaminated wound	X						
35	Prepare skin for minor surgery	X						
* 36	Prepare tray for dressing change	X						
37	Remove contaminated dressing	X						
38	Apply sterile dressing	X						
* 39	Apply burn dressing	X						
* 40	Apply a pressure dressing	X						
* 41	Apply a circular bandage	X						
* 42	Apply a finger dressing	X						
* 43	Apply a figure-eight dressing	X						
* 44	Apply a spiral turn or reverse flip bandage	X						
* 45	Apply an elastic bandage	X						
* 46	Apply a triangular arm sling	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIC: MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO. 079.367-010						
* 47	Prepare tray for rectal examination	X						
* 48	Assist with rectal examination	X						
* 49	Assist with pelvic examination	X						
* 50	Asisst with obtaining pap smear	X						
* 51	Prepare a gynecological tray	X						
* 52	Prepare tray for minor surgery	X						
53	Assist with minor surgery	X						
* 54	Prepare tray for eye examination	X						
55	Assist with eye irrigation	X						
* 56	Prepare tray for ear examination	X						
57	Assist with ear examination	X						
58	Assist with obtaining biopsy	X						
59	Assist with suture removal	X						
60	Assist with electrosurgery	X						
* 61	Assemble material for plaster cast application	X						
* 62	Assist with application of cast	X						
* 63	Assist with removal of cast	X						
64	Assist with diet therapy	X						
65	Administer oxygen to patient	X						
66	Prepare skin for injection	X						
67	Assemble needle-cartridge unit injection	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)

MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO.: 079.367-010						
68	Administer subcutaneous injection	X						
69	Administer intradermal injection	X						
70	Administer intradermal injection	X						
71	Confirm physician order to administer medication	X						
72	Assist with fainting patient	X						
73	Assist with patient in shock	X						
74	Assist with burn patient	X						
* 75	Administer first aid for animal bites	X						
76	Control bleeding with direct pressure	X						
77	Assist physician with mobilizing fracture	X						
78	Control bleeding with direct pressure	X						
* 79	Administer cardiopulmonary resuscitation	X						
* 80	Apply mummy restraint	X						
	DUTY H -- Sterilization Techniques							
* 1	Remove contaminated materials and instruments from treatment room to work area	X						
* 2	Prepare, check, and clean equipment, instruments, and materials for sterilizing	X						
* 3	Determine and separate by methods of sterilization items to be sterilized	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL ASSISTANT/ OFFICE ASSISTANT DOT NO.: 079.367-010					
* 4	Wrap equipment, materials, and instruments to be sterilized	X					
* 5	Prepare trays for sterilization	X					
* 6	Sterilize using steam under pressure (autoclave)	X					
* 7	Sterilize using boiling water (office sterilizer)	X					
* 8	Sterilize using chemical methods	X					
* 9	Clean and maintain office sterilizer	X					
* 10	Clean and maintain autoclave	X					
	DUTY I -- Laboratory Procedures						
* 1	Instruct patient with regard to collection of specimens	X					
* 2	Select proper container to hold specimens	X					
* 3	Record pertinent data on request forms and container	X					
* 4	Prepare specimens for mailing	X					
* 5	Collect routine and mid-voided urine specimen	X					
6	Collect catherize urine specimen	X					
7	Collect eye, nose, throat and wound specimen for culture and sensitivity	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS						
	DOT DESCRIPTIO	MEDICAL ASSISTANT/ OFFICE ASSISTANT						
	DOT NO.	079.367-010						
8	Collect 24-hour urine specimen	X						
9	Perform biochemical test on urine specimen	X						
* 10	Identify glassware used in laboratory	X						
11	Operate and maintain microscope	X						
12	Centrifuge blood and urine specimens	X						
13	Perform venipuncture	X						
* 14	Perform capillary puncture	X						
15	Prepare urine specimen for microscopic exam	X						
16	Prepare and stain blood smears	X						
17	Perform urine specific gravity test	X						
18	Perform hemoglobin test	X						
19	Perform hematocrit readings	X						
20	Perform blood dilution for WBC and RBC	X						
21	Prepare wet mounts	X						
* 22	Prepare patient for EKG test	X						
23	Check EKG machine for proper working order	X						
24	Standardize EKG machine	X						
25	Monitor EKG graph for abnormal or erratic tracings	X						
26	Perform EKG test	X						
* 27	Mount EKG graph	X						
* 28	Clean EKG equipment after use	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL ASSISTANT/OFFICE ASSISTANT

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

		DOT DESCRIPTIO	MEDICAL ASSISTANT/ OFFICE ASSISTANT					
TASK NO.	TASK NAME	DOT NO.	079.367-010					
* 29	File EKG reports in patient's record		X					
30	Prepare patient for radiographs		X					
* 31	Prepare radiograph for filing		X					
* 32	File radiograph		X					
33	Maintain radiological safety precautions		X					
34	Develop radiographs manually		X					

MEDICAL LAB TECHNOLOGY

No exit points can be identified for this program short of the certification level. Tasks which could theoretically be mastered by a high school student in a Health Occupations cluster have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS						
	DOT DESCRIPTIO	MEDICAL LABORATORY TECHNICIAN						
	DOT NO.	078.381-014						
TASK NO.	TASK NAME							
	DUTY A -- Perform in Laboratory							
* 1	Clean glassware	X						
* 2	Pipette fluids	X						
* 3	Measure solutions	X						
* 4	Prepare solutions	X						
5	Titrate solutions	X						
* 6	Weigh dry chemicals	X						
	DUTY B -- Operate Laboratory Equipment							
* 1	Operate bunsen burner	X						
* 2	Operate double pan balance	X						
* 3	Operate centrifuge	X						
4	Operate spectrophotometer	X						
* 5	Operate microscope	X						
6	Operate incubator	X						
7	Operate autoclave	X						
8	Operate automatic cell counters	X						
9	Maintain laboratory equipment	X						
	DUTY C -- Collect Blood							
1	Determine type sample needed	X						
2	Select proper anticoagulant	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL LABORATORY TECHNICIAN DOT NO. 078.381-014						
* 3	Perform capillary puncture	X						
* 4	Perform venipuncture using syringe or							
	vacutainer	X						
5	Perform heel stick on infants	X						
* 6	Separate serum and/or plasma	X						
	DUTY D -- Hematology							
* 1	Prepare blood smears	X						
* 2	Stain blood smears	X						
3	Prepare bone marrow smears	X						
4	Stain bone marrow smears	X						
5	Perform red blood cell counts	X						
6	Perform white cell counts	X						
7	Perform eosinophil counts	X						
8	Perform reticulocyte counts	X						
9	Perform CSF cell counts	X						
10*	Perform sperm counts	X						
11	Perform sperm morphology	X						
* 12	Perform hematocrit	X						
* 13	Perform ESR	X						
* 14	Perform hemoglobin	X						
15	Perform sickle cell test	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTIO	MEDICAL LABORATORY TECHNICIAN					
	DOT NO.	078.381-014					
16	Calculate rbc indices	X					
17	Perform LE test	X					
18	Perform differential count	X					
* 19	Perform bleeding time	X					
* 20	Perform clotting time	X					
21	Perform clot retraction	X					
* 22	Perform tourniquet test	X					
23	Perform protime	X					
24	Perform PTT	X					
25	Perform platelet count	X					
26	Perform fetal hemoglobin test	X					
	DUTY E -- Clinical Chemistry						
1	Perform glucose test	X					
2	Perform BUN test	X					
3	Perform uric acid test	X					
4	Perform creatinine test	X					
5	Perform total protein albumin and globulin test	X					
6	Perform cholesterol test	X					
7	Perform chloride test	X					
8	Perform CO_2 test	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO: MEDICAL LABORATOR TECHNICAIN DOT NO.: 078.381-014					
9	Perform Na test	X					
10	Perform K test	X					
11	Perform Ca test	X					
12	Perform phosphorus test	X					
13	Perform SGOT test	X					
14	Perform SGPT test	X					
15	Perform LDH test	X					
16	Perform CPK test	X					
17	Perform bilirubin test	X					
18	Perform amylase test	X					
19	Perform BSP test	X					
20	Perform lipase test	X					
21	Perform Bence Jones protein test	X					
22	Perform CSF protein test	X					
23	Perform CSF glucose test	X					
24	Perform protein electrophoresis	X					
25	Perform isoenzyme test	X					
	DUTY F -- Bacteriology						
* 1	Prepare basic medias	X					
2	Perform proper selection of media for biological specimens	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

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*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

		DOT DESCRIPTIO						
		MEDICAL LABORATORY TECHNICIAN						
TASK NO.	TASK NAME	DOT NO. 078.381-014						
* 3	Innoculate culture medias	X						
* 4	Streak for isolation	X						
* 5	Perform gram stain	X						
6	Interpret gram stain	X						
7	Perform acid-fast stain	X						
8	Interpret acid-fast stain	X						
9	Perform India ink preparation	X						
10	Interpret India ink preparation	X						
* 11	Prepare wet mount preparations	X						
12	Interpret wet mount preparations	X						
13	Perform routing differential biochemical test for identification of pathogenic bacteria	X						
14	Perform amitbiotic susceptibility test	X						
15	Perform serological identification							
16	Prepare specimens for parasite examination with saline mounts	X						
17	Prepare specimens for parasite examination with iodine mounts	X						
18	Prepare thick smears	X						
19	Prepare thin smears	X						
20	Prepare cellophane smears	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL LABORATORY TECHNICIAN DOT NO.: 078.381-014						
21	Interpret cellophane smears	X						
22	Perform Geimsa stain	X						
	DUTY G -- Serology							
1	Perform serial dilutions	X						
2	Perform routine serological test for syphilis - RPR	X						
3	Perform routine serological test for CRP	X						
4	Perform routine serological test for RA	X						
5	Perform routine serological test for ASO	X						
6	Perform routine serological test for Heterophile antibodies	X						
7	Perform routine serological test for Febrile agglutinins	X						
8	Perform routine serological test for Streptococcus MG	X						
9	Perform routine serological test for pregnancy	X						
10	Perform routine serological test for cold agglutinins	X						
	DUTY H -- Urinalysis							
* 1	Collect and preserve urine specimens	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
MEDICAL LABORATORY TECHNICIAN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO: MEDICAL LABORATORY TECHNICIAN DOT NO. 078.381-014
* 2	Perform physical examination of urine	X
* 3	Perform urine pH	X
* 4	Perform test for urine specific gravity	X
* 5	Perform test for urine glocuse	X
* 6	Perform test for urine total reducing substances	X
* 7	Perform test for urine ketone bodies	X
* 8	Perform test for urine urobilinogen	X
* 9	Perform test for urine protein	X
* 10	Perform test for urine nitrites	X
* 11	Perform test for urine bilirubin	X
* 12	Perform test for blood in urine or feces	X
* 13	Perform quantitative test for urine protein	X
* 14	Perform PSP excretion test	
	DUTY I -- Blood Bank	
1	Process blood donors	X
2	Perform phlebotomies	X
* 3	Perform ABO grouping	X
* 4	Perform ABO subgrouping	X
* 5	Perform Rh typing	X
6	Perform D^u test	X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL LABORATORY TECHNICAIN (CERTIFICATE)

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS
	DOT DESCRIPTI	MEDICAL LABORATORY TECHNICIAN
TASK NO.	TASK NAME DOT NO.	078.381-014
7	Perform antibody screen test	X
8	Perform antibody identification	X
9	Perform antibody titration	X
10	Perform crossmatch	X
11	Perform direct antiglobin test	X
12	Select blood for exchange transfusion	X
13	Prepare packed red cell suspension	X
14	Perform Hepatitis B antigen test	X
15	Perform transfusion reaction investigation studies	X

SUMMARY OF MULTIPLE CAREER OPTIONS IN THE MEDICAL SECRETARY PROGRAM

Secondary	-	Medical Records Clerk (This option would totally depend on the direction given by the business education curriculum in the individual school)	245.362-010
Post Secondary	-	Medical Records Clerk	245.362-010
		Medical Secretary	201.362-014

- Task Summary -

Medical Records Clerk. Task #'s: A-1-6, B-1, B-4-6, D-1-2, E-2-10, F-1-7, G-1, G-4.

Medical Secretary. All Tasks.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: MEDICAL RECORD CLERK DOT NO.: 245.362-010	DOT DESCRIPTIO: MEDICAL SECRETARY DOT NO.: 201.362-014
	DUTY A -- Operating Business Office Machines		
* 1	Type business communications on typewriter	X	X
* 2	Perform math calculation on calculator	X	X
* 3	Type from transcribing machine	X	X
* 4	Duplicate materials on mimeograph machine	X	X
* 5	Duplicate material on duplicating machine	X	X
* 6	Duplicate material on xerox machine	X	X
	DUTY B -- Preparing Office to Receive Patients		
* 1	Open and sort mail	X	X
2	Note in appointment book scheduled times that doctor will be away from office		X
3	Maintain a record of doctor's absence and how to reach him		X
* 4	Receive calls and answer questions from patients and potential patients	X	X
* 5	Make appointments for new patients	X	X
* 6	Arrange another appointment for patient who cancels one	X	X
7	Cancel appointments for the doctor when necessary and reschedule patient		X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. 245.362-010 DOT DESCRIPTION MEDICAL RECORD CLERK	DOT NO. 201.362-014 DOT DESCRIPTION MEDICAL SECRETARY					
8	Contact patients with later appointments to fill in for cancellations		X					
9	Remind patient of his appointment prior to date scheduled		X					
10	Pull medical record files for scheduled appointments		X					
11	Review scheduled appointments with doctor		X					
	DUTY C -- Performing Direct Patient Services							
1	Greet patient and confirm appointment date and time		X					
2	Interview new patient to complete a registration form		X					
3	Explain doctor's fees to patient		X					
4	Interview patient for insurance or other third party sponsorship information		X					
5	Obtain signature for assignment of insurance payment to doctor and signature authorization for release of information		X					
6	Make financial arrangements with patients		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS						
	DOT DESCRIPTIO	MEDICAL RECORD CLERI	MEDICAL SECRETARY					
TASK NO.	TASK NAME / DOT NO.	245.362-010	201.362-014					
7	Explain to waiting patients what delay to expect when running behind schedule		X					
8	Interrupt scheduled appointments for an emergency and explain circumstances to waiting patients		X					
9	Escort patient to examination or treatment room		X					
10	Complete a "multi-purpose" patient visit form		X					
11	Arrange for next appointment before patient leaves the office		X					
12	Assist patient in planning for admission to hospital		X					
13	Make arrangements for patient admission to hospital		X					
	DUTY D -- Handling Communications							
* 1	Operate telephone switchboard	X	X					
* 2	Place and answer phone calls	X	X					
3	Answer letters from patients		X					
4	Answer doctor's routine mail		X					
5	Investigate mail returned because of incorrect addresses		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS							
	DOT DESCRIPTIO	MEDICAL RECORD CLERK	MEDICAL SECRETARY					
	DOT NO.	245.362-010	201.362-014					
TASK NO.	TASK NAME							
6	Take dictation in shorthand and transcribe		X					
7	Transcribe medical information		X					
8	Proofread doctor's articles, lectures, and manuscripts		X					
	DUTY E -- Preparing Medical Records							
1	Follow up on house calls and hospital visits for information needed for office medical record		X					
* 2	Enter notes in medical record	X	X					
* 3	Complete medical history portion of medical record	X	X					
* 4	Review medical records for completeness and accuracy	X	X					
* 5	Maintain personal information card index on each patient	X	X					
* 6	Complete indemnity insurance forms for patient to submit his claim	X	X					
* 7	Complete Medicare payment request Form SSA-1490	X	X					
* 8	Complete Workmen's Compensation Forms	X	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. 245.362-010 DOT DESCRIPTION MEDICAL RECORD CLERK	DOT NO. 201.362-014 DOT DESCRIPTION MEDICAL SECRETARY
* 9	Complete MedicAid claims form (Medi-Cal in California)	X	X
* 10	Maintain a fee schedule for services	X	X
11	Maintain an office procedure manual		X
12	Maintain records of dates for renewal of licenses, premiums due, membership fees, subscriptions, meetings, etc.		X
	DUTY F -- Filing Records and Reports		
* 1	Initiate a medical record file for a new patient	X	X
* 2	File reports and correspondence in patient's medical chart	X	X
* 3	Arrange for special filing of medical records, EKG tracings, and X-Ray reports	X	X
* 4	Pull or file patient's medical record	X	X
* 5	Review, separate, and purge medical record files	X	X
* 6	Establish control system for location of medical record folders	X	X
* 7	Search for a missing or misfiled medical record	X	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS	
		DOT DESCRIPTIO	
		MEDICAL RECORD CLERK	MEDICAL SECRETARY
TASK NO.	TASK NAME	DOT NO. 245.362-010	DOT NO. 201.362-014
	DUTY G -- Maintaining Office Environment		
* 1	Maintain catalogs of supplies and equipment pertinent to doctor's practice	X	X
2	Order medical supplies, medications, and office supplies		X
3	Establish inventory control and reorder levels for medical supplies		X
* 4	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies	X	X
5	Arrange for external and internal custodial care of building		X
6	Arrange for maintenance and repair of equipment		X
	DUTY H -- Performing Accounting Functions		
1	Complete a patient ledger card for new patients		X
2	Extract billing information from doctor's notes		X
3	Receive and review copy of a multiple-purpose patient visit		X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. 245.362-010 DOT DESCRIPTIC MEDICAL RECORD CLER	DOT NO. 201.362-014 DOT DESCRIPTIC MEDICAL SECRETARY					
4	Obtain and record billing information for house calls made by doctor		X					
5	Obtain and record billing information for hospital visits by doctor		X					
6	Prepare charge slips for services to patient		X					
7	Record patient charges to an original entry book		X					
8	Post entries from original entry record to patient's ledger card		X					
9	Type an itemized or coded bill and mail to patient		X					
10	Call patient or guarantor in regard to payment of bills		X					
11	Prepare and send information to an outside billing agency		X					
12	Accept, endorse, and record checks received for payment on account		X					
13	Collect payments at time of visit and make entry to an original record		X					
14	Post payments received to patient ledger card		X					
15	Post totals from original entry record to general ledger		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. 245.362-010 DOT DESCRIPTIO MEDICAL RECORD CLERK	DOT NO. 201.362-014 DOT DESCRIPTIO MEDICAL SECRETARY					
16	Assist in formulation of collection policy and selection of a collection agency		X					
17	Mail statements with collection notices or standard form collection letters		X					
18	Complete forms to assign accounts to an outside collection agency		X					
19	Review and evaluate status reports of accounts with a collection agency		X					
20	Communicate with attorneys on unpaid accounts in litigation		X					
21	Communicate with insurance companies on unpaid claims		X					
22	Complete a creditor's claim form for deceased patients		X					
23	Prepare checks for doctor's signature		X					
24	Enter in a check register payments make to vendors		X					
25	Review invoices for validity and accuracy		X					
26	Maintain a file of paid and unpaid invoices		X					
27	Establish and control petty cash fund		X					
28	Approve invoices for payment		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS DOT DESCRIPTI	MEDICAL RECORD CLER	MEDICAL SECRETARY					
TASK NO.	TASK NAME DOT NO.	245.362-010	201.362-014					
29	Maintain a disbursement record to fit doctor's practice		X					
30	Submit payroll information to an outside payroll service		X					
31	Reconcile cash count and receipts		X					
32	Prepare a bank deposit ticket		X					
33	Make bank deposit		X					
34	Reconcile bank accounts		X					
35	Process unredeemed checks returned by bank		X					
36	Review and approve employees' payroll time and salary		X					
37	Prepare and maintain employees' payroll records		X					
38	Record employees' and employer's taxes to a record of original entry		X					
39	Prepare forms to pay employees' and employer's taxes		X					
40	Prepare employees' wage and withholding tax statement		X					
41	Record entries for non-practice income and expense in a record of original entry		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI: MEDICAL RECORD CLER DOT NO.: 245.362-010	DOT DESCRIPTI: MEDICAL SECRETARY DOT NO.: 201.362-014					
42	Prepare a financial report of income and expenses		X					
43	Approve request for purchase		X					
44	Total and reconcile entries made in a record of original entries		X					
45	Post an adjusting entry for difference between payment accepted and the doctor's usual fee		X					
46	Age and analyze accounts for unusual problems and abnormal trends		X					
47	Develop accounting and statistical reports related to a group practice		X					
48	Gather data to complete statutory reports for government agencies		X					
	DUTY I -- Performing General Functions							
1	Perform personnel duties: evaluation, hiring, termination, and training		X					
2	Maintain personal records for employer		X					
3	Observe employees for appropriate dress, grooming, behavior		X					
4	Schedule vacations and arrange for coverage		X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) MEDICAL SECRETARY

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS						
		DOT DESCRIPTIC						
		MEDICAL RECORD CLER	MEDICAL SECRETARY					
TASK NO.	TASK NAME	DOT NO. 245.362-010	201.362-014					
5	Arrange meetings, conferences and/or travel accomodations		X					
6	Arrange meetings with doctor to resolve problems		X					
7	Act as liaison between doctor and other professional associates		X					
8	Screen visitors and salesmen requesting to see doctor		X					
9	Expedite charitable and civic contributions		X					
10	Check medical journals for items of interest to doctor		X					
11	Attend meetings and participate in community activities related to doctor's practice		X					
12	Participate in externship programs for Medical Office Assistant training programs		X					

OPERATING ROOM TECHNICIAN 079.364-018

No exit points short of the technician level could be identified for this program. Tasks which could theoretically be mastered by a high school student in a Health Occupations cluster have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO DOT NO.						
	DUTY A -- Performing Administrative Duties, General Preparation							
1	Admit patients to operating room							
2	Orient new personnel to unit facilities routine and other personnel							
3	Advise health professionals on the technicalities and procedures involved in operating special equipment							
4	Identify operational deficiencies and recommend corrections							
5	Consult with health professionals on purchasing/constructing/using special appliances							
6	Attend and participate in staff meetings							
7	Inform personnel of potential hazards in their working areas							
8	Inventory drugs							
9	Inventory equipment and supplies							
10	Requisition medications							
11	Requisition equipment and supplies							
12	Schedule patients for surgery							
13	Secure patient's valuables							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO DOT NO.						
14	Store drugs							
15	Store equipment and supplies							
	DUTY B -- Performing Emergency Practices and Procedures							
1	Administer CPR on adults							
2	Administer CPR on infants/children							
3	Give mouth-to-mouth resuscitation to adults							
4	Give mouth-to-mouth resuscitation to infants/children							
5	Inspect emergency equipment and supplies for operation and quantity							
* 6	Stop external bleeding (pressure)							
* 7	Stop external bleeding (tourniquet)							
* 8	Apply dressings and bandages to open wounds							
* 9	Treat for shock							
	DUTY C -- Surgical Patient Preparation							
1	Select equipment and prepare to prep shave							
2	Check operative area for parasites/wounds/rashes							
3	Cleanse operative area							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

DOT NO.

TASK NO.	TASK NAME							
4	Shave operative area							
5	Remove pre-op patient's jewelry/dentures/ prosthesis							
6	Report pre-op patient's emotional distress							
7	Clean shave prep equipment							
8	Replenish shave prep equipment							
9	Clean shave prep area							
* 10	Transport patient to/from shave prep area							
* 11	Prepare stretcher for pre-op patients							
12	Prepare patients to enter operating room							
13	Obtain pre-op patient's clinical records/ x-rays							
* 14	Transport pre-op patients to operating room suite							
* 15	Assist in transferring pre-op patient to operating table							
* 16	Secure pre-op patients on operating table							
17	Inform anethesia of pre-op drainage tubes							
	DUTY D -- Surgical Circulating Duties							
1	Don and remove operating room attire							
2	Assist surgeon in gowning and gloving							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
OPERATING ROOM TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. / DOT DESCRIPTIC							
3	Assist with or sterilize operative area of patient								
4	Assist with positioning and restraining patient for surgery								
5	Check equipment in O.R. for safe operation								
6	Lay out necessary equipment and supplies for surgery								
* 7	Move patient between stretcher and bed								
8	Prepare case and procedure cards for surgery								
9	Prepare, measure and pour special solutions for surgery								
10	Put x-rays for scheduled surgery on view box								
11	Clean operating room furniture								
12	Clean operating room floor								
13	Arrange operating room furniture								
14	Check surgical equipment for malfunctions								
15	Open sterile supply packages								
16	Assist scrub technicians with gowns								
17	Emplace and remove knee straps on patients								
18	Place bovie plates under patients								
19	Prepare patients for skin scrub preps								
20	Position kick buckets								

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
OPERATING ROOM TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY ____________________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTI

TASK NO.	TASK NAME	DOT NO.							
21	Remove linen and pads after scrub prep								
22	Perform scrub prep								
23	Prepare saline and splash basins								
24	Count and record, sponges, needles and instruments								
25	Adjust and tie surgeons gowns								
26	Adjust mayo stand								
27	Focus lights on operation sites								
28	Mop surgical team members' brows								
29	Maintain sponge and needle count								
30	Weigh used sponges and record blood loss								
31	Obtain blood for transfusions								
32	Receive specimens from scrub tech								
33	Place specimens in appropriate solutions and label								
34	Prepare tissue examination forms								
35	Keep accurate surgical records								
36	Log specimens								
37	Transport specimens to designated area								
* 38	Assist in applying dressing								
* 39	Assist in applying plaster casts								
* 40	Assist in applying splints								

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

DOT NO.

TASK NO.	TASK NAME							
41	Assist in applying traction							
42	Bathe patient before leaving surgery							
* 43	Change patient's gown and blankets							
44	Stock surgical supply cabinets							
* 45	Assist with or connect urinary catheters and tubing to drainage							
46	Perform urinary catherization							
47	Clean operating room with disinfectant solution							
48	Clean operating room floors with wet-vacuum							
49	Clean sterilizing equipment							
50	Decontaminate surgical instruments and equipment							
51	Disconnect and store electrical-surgical units							
52	Dispose of tissue and body organs							
53	Prepare disinfectant solution							
54	Prepare soiled linen for laundry							
55	Replenish used equipment, utensils, linens and disposable materials							
56	Sterilize equipment, instruments and supplies							
57	Test sterilizer with sterilizer color indicators							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
OPERATING ROOM TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIC

TASK NO.	TASK NAME	DOT NO.						
58	Assist anethesia in holding patient in position							
59	Assist in taking blood from patient							
60	Assist anethesia in putting patient to sleep							
61	Position, raise and lower operating table during surgery							
62	Replace and check contents of filled drainage jars							
* 63	Take patient's vital signs							
	DUTY E -- Surgical Scrub Duties							
1	Scrub hands and arms and prepare for surgery							
2	Drape operating room furniture							
3	Assemble and check surgical instruments for proper assembly							
4	Arrange surgical instruments							
5	Arrange surgeons gloves							
6	Assist with sponge, needle, instruments count							
7	Arrange/open/thread sutures							
8	Arrange drapes							
9	Gown and glove surgeons							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

TASK NO.	TASK NAME	DOT NO.							
10	Assist in draping patients								
11	Arrange instrument towels								
12	Hand surgical instruments to surgeons								
13	Hand towels/sponges/tapes to surgeons								
14	Discard soiled sponges								
15	Hold retractors								
16	Clean instruments during surgery								
17	Receive specimens from surgeons								
18	Dispose of gown and gloves								
19	Dispose of drapes								
20	Collect/disassemble instruments after surgery								
21	Transport nurses table to utility room								
22	Empty sponge pails and wastebaskets								
23	Clean instruments with washer-sterilizer								
24	Hand wash surgical instruments and needles								
25	Place clean linen on O.R. table								
26	Arrange linen packs/basin set/gauze in operating room								
27	Apply hand pressure to control bleeding								
28	Aspirate incision								
29	Assist surgeon with applying dressings								

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) OPERATING ROOM TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIC DOT NO.						
30	Change soiled linens on basing, patient and table							
31	Identify and report breaks in surgical procedure							
32	Prepare surgical dressings and packing							
33	Sponge incision during surgery							
34	Suture skin after surgery							
	DUTY F -- Central Supply Duties							
1	Pack/unpack medical supplies and equipment							
2	Inspect supplies/equipment for defects and malfunctions							
3	Store supplies and equipment							
4	Rotate stores supplies/equipment							
5	Inventory supplies/equipment							
6	Issue supplies/equipment							
7	Return excess supplies/equipment							
8	Dispose of defective supplies/equipment							
9	Receive supplies/equipment in clean-up area							
10	Sort supplies/equipment in clean-up area							
11	Forward linen to mending room							
12	Forward instruments/supplies to sterilization area							

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
OPERATING ROOM TECHNICIAN
RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS
DUTY ______________________________
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*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS	DOT DESCRIPTIO						
TASK NO.	TASK NAME	DOT NO.						
13	Clean supplies/equipment							
14	Assemble supplies/equipment for sterilization							
15	Prepare sterilizers for supplies/equipment							
16	Steam sterilize supplies/equipment							
17	Dry heat sterilize supplies/equipment							
18	Gas sterilize supplies/equipment							
19	Package and seal supplies/equipment							
20	Monitor drying processes for supplies/ equipment							
21	Clean and sterilize supplies/equipment							
22	Clean and maintain autoclave							

SUMMARY OF MULTIPLE
CAREER OPTIONS IN LICENSED
PRACTICAL NURSING

Secondary	-	Nurse Aide	355.674-014
Post Secondary	-	Nurse Aide	355.674-014
		Licensed Practical Nurse	079.374-014

_ Task Summary -

Nurse Aide. Task #'s: A-1-3, B-1-5, C-1-5, D-1-3, E-1-4, G-1-4, H-1-3, I-1-4, J-1, K-1-2, L-1, M-1-3, Q-1, Q-3, R-7, T-1-4, V-4-5.

LPN. All Tasks.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: LICENSED PRACTICAL NURSE DOT NO.: 079.374-014	DOT DESCRIPTIO: NURSE AIDE DOT NO.: 355.674-014
	DUTY A -- Maintaining Patient Environment		
* 1	Provide fresh drinking water	X	X
* 2	Assist patient with telephone	X	X
* 3	Care for patient's flowers	X	X
	DUTY B -- Assisting With Patient Ambulation		
* 1	Assist to dangle and ambulate	X	X
* 2	Assist with wheelchair	X	X
* 3	Ambulate with assistive devices	X	X
* 4	Transfer with a mechanical lift	X	X
* 5	Transfer using a stretcher	X	X
	DUTY C -- Positioning Bed Patient		
* 1	Position dependent patient	X	X
* 2	Assist patient with ROM exercises	X	X
* 3	Apply anti-embolic stocking	X	X
* 4	Place patient on alternating pressure mattress	X	X
* 5	Apply restraints	X	X

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI DOT NO. LICENSED PRACTICAL NURSE 079.374-014	NURSE AIDE 355.674-014					
	DUTY D -- Caring for Beds							
* 1	Adjust bed to different positions	X	X					
* 2	Make unoccupied beds	X	X					
* 3	Make an occupied bed	X	X					
	DUTY E -- Taking Vital Signs							
* 1	Take temperature	X	X					
* 2	Take pulse	X	X					
* 3	Take respirations	X	X					
* 4	Take blood pressure	X	X					
	DUTY F -- Maintaining Records and Perform							
	Ward Clerk Duties							
1	Record nursing care	X						
2	Transcribe physician's orders	X						
3	Schedule patient test, examination and							
	treatment	X						
4	Accept and relay telephone messages	X						
5	Maintain inventory	X						
6	Prepare and maintain daily census	X						
7	Graph T.P.R.	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS	
	DOT DESCRIPTI	LICENSED PRACTICAL NURSE	NURSE AIDE
	DOT NO.	079.374-014	355.674-014
TASK NO.	TASK NAME		
	DUTY G -- Care of Skin Accessories		
* 1	Shave male	X	X
* 2	Give shampoo to bed patient	X	X
* 3	Brush or comb hair	X	X
* 4	Care for nails	X	X
	DUTY H -- AM and PM Care		
* 1	Assist the patient to maintain oral hygiene	X	X
* 2	Assist the patient with elimination	X	X
* 3	Give the patient a back rub	X	X
	DUTY I -- Assisting with Bathing		
* 1	Give bed bath	X	X
* 2	Assist with shower	X	X
* 3	Assist with tub bath	X	X
* 4	Dress adult bed patient	X	X
	DUTY J -- Maintaining Fluid Balance		
* 1	Measure intake and output	X	X
2	Care for patient receiving IV therapy	X	
3	Assist patient with fluid imbalance	X	

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIC

DOT NO.

TASK NO.	TASK NAME	LICENSED PRACTICAL NURSE 079.374-014	NURSE AIDE 355.674-014					
	DUTY K -- Assisting with Nutrition							
* 1	Serve food tray	X	X					
* 2	Feed the patient	X	X					
3	Administer gavage feeding	X						
	DUTY L -- Aseptic Techniques							
* 1	Wash hands	X	X					
2	Handle sterile equipment and supplies	X						
3	Put on sterile gloves	X						
	DUTY M -- Urine Elimination							
* 1	Collect a routine urine specimen	X	X					
* 2	Collect a clean-catch urine specimen	X	X					
* 3	Check urine for sugar and acetone	X	X					
	and specific gravity							
4	Insert a catheter into the urinary bladder	X						
5	Irrigate the bladder and give catheter care	X						
6	Remove a retention catheter	X						
7	Collect a 24-hour urine specimen	X						
	DUTY N -- Isolation Techniques							
1	Prepare a unit for isolation	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS DOT DESCRIPTIO	LICENSED PRACTICAL NURSE	NURSE AIDE					
	DOT NO.	079.374-014	355.674-014					
TASK NO.	TASK NAME							
2	Put on and remove mask	X						
3	Put on and remove gown	X						
4	Perform double bagging	X						
5	Serve and remove diet tray in isolation	X						
6	Transfer isolation patient within facility	X						
	DUTY O -- Care of Wounds							
1	Apply bandages and binders	X						
2	Apply sterile dressings	X						
3	Irrigate wounds	X						
	DUTY P -- Applying Heat and Cold							
1	Apply local cold treatments	X						
2	Administer tepid baths	X						
3	Apply local heat treatments	X						
4	Assist patient with sitz bath	X						
	DUTY Q -- Bowel Elimination							
* 1	Give an enema	X	X					
2	Insert a rectal suppository	X						
* 3	Collect a stool specimen	X	X					
4	Remove a fecal impaction	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

	DOT DESCRIPTIC	LICENSED PRACTICAL NURSE	NURSE AIDE					
TASK NO.	TASK NAME / DOT NO.	079.374-014	355.674-014					
	DUTY R -- Maternal and Newborn Care							
1	Count and report fetal heart rate	X						
2	Time contractions	X						
3	Suction infant's respiratory passages	X						
4	Identify newborn	X						
5	Irrigate eyes with silver nitrate	X						
6	Give perineal care to male and female	X						
* 7	Administer vaginal irrigation and medication	X	X					
	DUTY S -- Infant Care							
1	Carry infant	X						
2	Weigh and measure infant	X						
3	Collect urine specimen	X						
4	Give daily care to newborn	X						
5	Feed an infant	X						
	DUTY T -- Admission, Transfer or Discharge							
* 1	Prepare a unit for admission	X	X					
* 2	Receive and admit a patient	X	X					
* 3	Transfer a patient	X	X					
* 4	Discharge a patient	X	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)

PRACTICAL NURSING

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO / DOT NO. → LICENSED PRACTICAL NURSE 079.374-014	NURSE AIDE 355.674-014
	DUTY U -- Medical Office Skills		
1	Assist with physical exam	X	
	DUTY V -- Care of Orthopedic Patient		
1	Care for orthopedic patient with cast	X	
2	Apply or remove braces	X	
3	Apply or remove skin traction	X	
* 4	Operate turning frame	X	X
* 5	Operate a circ-o-lectric bed	X	X

RESPIRATORY THERAPY

No exit points short of the certification level can be identified for this training program. Tasks which high school students could theoretically master in a Health Occupations cluster program have been noted.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTIO	RESPIRATORY TECHNICI					
	DOT NO.	712.381-038					
	DUTY A -- Making Equipment Rounds						
* 1	Change humidity/aerosol therapy circuits	X					
* 2	Return all nondisposable respiratory therapy equipment to cleaning area	X					
* 3	Check oxygen cylinders content	X					
* 4	Change out oxygen cylinders	X					
* 5	Complete all department records	X					
* 6	Check crash carts and emergency respiratory therapy equipment	X					
* 7	Change ventilator circuits	X					
	DUTY B -- Administering Humidity/Aerosol Therapy						
* 1	Read chart and evaluate order for humidity/ aerosol therapy	X					
* 2	Select equipment for humidity/aerosol therapy	X					
* 3	Prepare and test humidity/aerosol therapy equipment	X					
* 4	Add prescribed medication	X					
* 5	Prepare and monitor patients under humidity/aerosol therapy	X					
* 6	Implement humidity/aerosol therapy	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

DOT DESCRIPTIO

DOT NO.

TASK NO.	TASK NAME	RESPIRATORY TECHNICI 712.381-038						
* 7	Monitor patient	X						
* 8	Encourage effective coughing	X						
* 9	Chart humidity/aerosol therapy	X						
* 10	Complete all department records of							
	humidity/aerosol therapy	X						
	DUTY C -- Applying Infection Control							
	Procedures							
* 1	Read chart and evaluate order for infection							
	control	X						
* 2	Select/prepare equipment for infection							
	control	X						
* 3	Implement infection control/isolation							
	procedures	X						
* 4	Plan and implement culturing procedures	X						
* 5	Determine if correctional action is necessary	X						
* 6	Plan and implement correctional action	X						
* 7	Assess results of infection control program	X						
	DUTY D -- Administering Medical Gas Therapy							
1	Read chart and evaluate order for medical							
	gas therapy	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER __________

DUTY __________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI RESPIRATORY TECHNIC DOT NO. 712.381-038						
2	Select equipment for medical gas therapy	X						
3	Prepare and test medical gas therapy equipment	X						
4	Prepare/position patient for medical gas therapy	X						
5	Observe safety procedures for medical gas therapy	X						
6	Implement medical gas therapy	X						
7	Monitor patient under medical gas therapy	X						
8	Chart medical gas therapy	X						
	DUTY E -- Administering Intermittent Positive Pressure Breathing (IPPB) Therapy							
1	Read chart and evaluate order for IPPB	X						
2	Select equipment for IPPB therapy	X						
3	Prepare and test IPPB therapy equipment	X						
4	Add prescribed medication for IPPB	X						
5	Prepare and monitor patient for IPPB therapy	X						
6	Adjust IPPB device controls	X						
7	Implement IPPB therapy	X						
8	Establish ideal ventilatory pattern	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIC RESPIRATORY TECHNICI DOT NO. 712.381-038						
9	Coach patient	X						
10	Monitor patient under IPPB	X						
11	Encourage effective coughing	X						
12	Chart therapy for IPPB	X						
	DUTY F -- Administering Incentive Spirometry Therapy							
1	Read chart and evaluate order for incentive spirometry therapy	X						
2	Select and prepare equipment for incentive spirometry therapy	X						
3	Prepare and monitor patient for incentive spirometry therapy	X						
4	Implement incentive spirometry therapy	X						
5	Coach patient under incentive spirometry therapy	X						
6	Monitor patient under incentive spirometry therapy	X						
7	*Encourage effective coughing	X						
8	Chart incentive spirometry therapy	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: RESPIRATORY TECHNICI DOT NO.: 712.381-038						
	DUTY G -- Maintaining Disenfecting and Sterilizing Equipment							
* 1	Periodically check equipment for operation and routine service	X						
* 2	Collect all soiled nondisposable respiratory therapy equipment	X						
* 3	Follow isolation precautions	X						
* 4	Disinfect/sterilize all nondisposable respiratory therapy equipment	X						
* 5	Assemble and test equipment for safe operation	X						
* 6	Package disinfected/sterilized equipment	X						
* 7	Return equipment to proper storage area	X						
	DUTY H -- Administering Pulmonary Drainage Procedures							
1	Read chart and evaluate order for pulmonary drainage	X						
2	Select material required for pulmonary drainage	X						
3	Prepare and monitor patient for pulmonary drainage	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: RESP,RATORY TECHNICI DOT NO.: 712.381-038					
4	Position patient for drainage	X					
5	Percuss draining segment	X					
6	Vibrate draining segment	X					
7	Monitor patient during pulmonary						
	drainage procedures	X					
8	Encourage effective coughing for						
	pulmonary drainage	X					
9	Chart pulmonary drainage therapy	X					
	DUTY I -- Performing Cardiopulmonary						
	Rehabilitation Procedures						
1	Read chart and evaluate order for						
	cardiopulmonary rehabilitation	X					
2	Instruct patient and family in breathing						
	exercises and chest physical therapy						
	techniques	X					
3	Prepare patient for cardiopulmonary						
	rehabilitation procedures	X					
4	Implement exercise and pulmonary drainage						
	techniques	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO RESPIRATORY TECHNICI DOT NO. 712.381-038						
	DUTY J -- Administering Cardiopulmonary Resuscitation							
1	Recognize signs of CPR embarrassment/arrest	X						
2	Establish breathlessness	X						
3	Maintain patient airway	X						
4	Ventilate patient	X						
5	Establish cardiac arrest	X						
6	Initiate external cardiac massage	X						
7	Evaluate effectiveness of resuscitation	X						
8	Record resuscitation effort	X						
9	Interpret EKG tracings	X						
10	Defibrillate patient in ventricular fibrillation	X						
11	Use all types of manual resuscitators	X						
	DUTY K -- Performing Clerical Functions							
* 1	Receive and record requests for service	X						
* 2	Notify treatment personnel to start therapy	X						
* 3	Update treatment log	X						
* 4	Collect and complete patient billing	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT NO. 712.381-038 DOT DESCRIPTIO RESPIRATORY TECHNICI						
	DUTY L -- Performing Tracheobronchial Aspiration Procedures							
1	Select equipment for tracheobronchial aspiration	X						
2	Prepare and test equipment for tracheobronchial aspiration	X						
3	Prepare patient for tracheobronchial aspiration	X						
4	Preoxygenate patient for tracheobronchial aspiration	X						
5	Suction airway using aseptic technique	X						
6	Reoxygenate patient	X						
7	Chart tracheobronchial aspiration procedure	X						
	DUTY M -- Performing Tracheostomy Care Procedures							
1	Select equipment for tracheostomy care	X						
2	Inflate or deflate cuff for tracheostomy care	X						
3	Implement tracheostomy care and stoma care	X						
4	Change tracheostomy tube	X						
5	Monitor patient under tracheostomy care	X						
6	Chart tracheostomy care procedure	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO: RESPIRATORY TECHNIC DOT NO.: 712.381-038						
	DUTY N -- Performing Endotracheal							
	Intubation/Extubation Procedure							
1	Select equipment for endotracheal intubation/							
	extubation	X						
2	Prepare and test equipment for endotracheal							
	intubation/extubation	X						
3	Position patient for endotracheal intubation/							
	extubation	X						
4	Preoxygenate patient	X						
5	Intubate the trachea	X						
6	Inflate cuff using "minimal leak" technique	X						
7	Assure bilateral ventilation	X						
8	Secure endotracheal tube	X						
9	Perform endotracheal aspiration	X						
10	Remove securing straps	X						
11	Remove endotracheal tube	X						
12	Chart endotracheal intubation/extubation							
	procedure	X						
	DUTY O -- Performing Arterial Blood							
	Gas Analysis							
1	Read chart and evaluate order for arterial							
	blood gas analysis	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY)
RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: RESPIRATORY TECHNIC DOT NO.: 712.381-038						
2	Select and prepare materials for arterial puncture	X						
3	Prepare patient for arterial puncture	X						
4	Perform Allen test	X						
5	Cleanse puncture site	X						
6	Administer anesthetic	X						
7	Puncture artery to obtain blood sample	X						
8	Analyze blood gas sample	X						
9	Interpret arterial blood gas results	X						
10	Chart procedure and results of arterial blood gas analysis	X						
	DUTY P -- Administering Continuous Ventilation Procedures							
1	Read and evaluate order for continuous ventilation	X						
2	Select appropriate ventilator settings	X						
3	Prepare and test ventilator	X						
4	Adjust initial ventilator settings	X						
5	Implement ventilator therapy	X						
6	Activate electro-mechanical monitors	X						
7	Monitor patient under continuous ventilation	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTI: RESP:RATORY TECHNIC						
	DOT NO.	712.381-038						
8	Obtain arterial blood gas sample	X						
9	Interpret arterial blood gas results	X						
10	Adjust ventilator settings to maintain normal respiratory status	X						
11	Perform Q2h ventilator checks	X						
12	Chart ventilator checks	X						
13	Administer positive and expiratory pressure (PEEP) therapy	X						
14	Perform airway care	X						
15	Perform tracheobronchial aspiration	X						
16	Monitor cuff pressure and volume	X						
17	Monitor patient's inspiratory and expiratory capabilities	X						
18	Implement intermittent mandatory ventilation (IMV) therapy	X						
19	Wean patient from ventilator	X						
	DUTY Q -- Pulmonary Function Testing							
1	Read chart and evaluate order for pulmonary function testing	X						
2	Select equipment for type of PFT ordered	X						
3	Prepare and test equipment for PFT	X						

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) RESPIRATORY THERAPY TECHNICIAN

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

		POSSIBLE EXIT POINTS						
	DOT DESCRIPTIO	RESPIRATORY TECHNI						
	DOT NO.	712.381-038						
TASK NO.	TASK NAME							
4	Prepare patient for PFT	X						
5	Monitor patient under PFT	X						
6	Implement PFT procedure	X						
7	Interpret PFT results	X						

SUMMARY OF MULTIPLE CAREER OPTIONS IN X-RAY TECHNOLOGY

Secondary - None (although tasks which could be mastered by a student in a high school health occupations cluster have been noted, these tasks are not sufficient to prepare for a specific job title in this area.)

Post-Secondary -

(The only job title recognized by the D.O.T. in this area is the X-Ray Technician. The other suggested options represent employment opportunities in some medical facilities.)

Transport Technician
Darkroom Technician
X-Ray Technician 199.361-010

- Task Summary -

Transport Technician. Task #'s: A-1-4.

Darkroom Technician. Task #'s: D-1-10.

X-Ray Technician. All Tasks.

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

	POSSIBLE EXIT POINTS						
	DOT DESCRIPTION	X-RAY TECHNICIAN	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
TASK NO.	TASK NAME / DOT NO.	199.361-010					
	DUTY A -- Performing Patient Care Services						
* 1	Transport patient in wheel chair	X			X		
* 2	Transport patient on a stretcher	X			X		
* 3	Transfer pateint between stretcher and X-ray table	X			X		
* 4	Transfer patient between X-ray table and wheel-chair	X			X		
* 5	Prepare the patient for radiographic examination	X					
* 6	Turn patient over	X					
7	Interview and record patient's radiographic examination	X					
* 8	Take patient's blood pressure	X					
* 9	Take patient's pulse and respiration	X					
10	Regulate intravenous injections	X					
11	Administer enemas	X					
*12	Administer oxygen	X					
*13	Scrub patient's skin	X					
*14	Take physical statistics of patient such as height or weight	X					
*15	Maintain emergency tray	X					
16	Insert and remove oral airway	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS / DOT DESCRIPTION: X-RAY TECHNICIAN DOT NO.: 199.361-010	DARKROOM TECHNICIAN		TRANSPORT TECHNICIAN		
17	Monitor electrocardiogram	X					
	DUTY B -- Performing First Aid Procedures						
1	Prevent a patient from aspirating vomitus	X					
2	Handle a patient with a spine or skull injury	X					
3	Provide first aid for external hemorrhage	X					
* 4	Provide first aid for a victim of shock or faint	X					
* 5	Provide first aid for a convulsing patient	X					
* 6	Give artificial ventilation to a patient	X					
7	Give external compression to a patient with cardiac arrest	X					
	DUTY C -- Maintaining Patient and Department Records						
* 1	Establish an alphabetical/numerical index	X					
2	Index and file radiographs	X					
* 3	File records such as correspondence, publications, regulations and policies	X					
4	Forward X-ray reports to physicians	X					
5	Process loans of radiographs	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	X-RAY TECHNICIAN	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
	DOT DESCRIPTIO						
	DOT NO.	199.361-010					
6	Maintain radiologic diagnostic index	X					
7	Maintain radiology work record for statistical purposes	X					
8	Prepare and submit supply requests	X					
9	Prepare charges and credits for patient billing	X					
10	Issue and collect radiation detectors such as film badges	X					
11	Maintain teaching file	X					
12	Prepare safety and accident reports	X					
	DUTY D -- Processing Film						
1	Load film holders such as magazines, cassettes, etc.	X	X				
2	Process exposed film in automatic processor	X	X				
3	Clean intensifying screen	X	X				
4	Clean film processing equipment		X				
5	Make quality control checks for film processor	X	X				
6	Duplicate radiographs	X	X				
7	Prepare subtraction prints	X	X				
8	Test safelight performance	X	X				

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS					
	DOT DESCRIPTIC	X-RAY TECHNICIAN	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
	DOT NO.	199.361-010					
9	Apply printer coat to photographs	X	X				
10	Process X-ray film manually	X	X				
	DUTY E -- Performing Radiograph Procedures						
1	Make routine radiographs using stationary X-ray units	X					
2	Assist with contrast and Fluorographic studies	X					
3	Make routine radiographs using portable X-ray units	X					
4	Make metastatic survey radiographs	X					
5	Make steroscopic radiographs	X					
6	Make scanograms	X					
7	Make tomograms	X					
8	Make pelvimetry radiographs	X					
9	Make mammograms	X					
10	Make operating room radiographs	X					
11	Make radiographs with polaroid units	X					
12	Make macroradiographs	X					
13	Assist with pneumocystograms	X					
14	Assist with fistula or sinus tract X-rays	X					
15	Assist with venograms	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY

*DENOTES SECONDARY EXPECTANCY

TASK NO.	TASK NAME	POSSIBLE EXIT POINTS DOT DESCRIPTIO: X-RAY TECHNICIAN DOT NO.: 199.361-010	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
16	Assist with lymphangiograms	X					
17	Assist with arteriograms	X					
18	Assist with angiograms	X					
19	Assist with pneumoencephalograms	X					
20	Position patient using a pneumoencephlogram chair	X					
21	Make computerized tomography scans	X					
22	Assist with pneumocardiograms	X					
23	Assist with cardiac catherization and angiocardiograms	X					
	DUTY F -- Performing Support Services						
1	Make radiographic facilities and equipment patient clean	X					
2	Number cassettes or screens for identification	X					
3	Prepare barium sulfate for oral administration	X					
4	Administer contrast media orally	X					
5	Prepare barium sulfate for barium enema	X					
6	Administer contrast media rectally	X					
7	Prepare contrast media for intravenous injection	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ______

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

	DOT DESCRIPTIO	X-RAY TECHNICIAN	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
TASK NO.	TASK NAME	DOT NO. 199.361-010					
8	Prepare contrast media for cystograms	X					
9	Adminster contrast media through urinary catheters	X					
10	Wash hands	X					
11	Put on and remove sterile clothing such as gowns, gloves and masks	X					
12	Prepare trays for special examinations	X					
13	Open sterile packages and packs	X					
14	Pour sterile solutions	X					
15	Set-up sterile equipment and supplies	X					
16	Load and unload automatic film changers	X					
17	Label and transfer specimens	X					
18	Load and unload photospot camera	X					
19	Load and unload cine magazines	X					
20	Load cameras for cinefluorography	X					
21	Video tape screen displays	X					
22	Perform spin top test	X					
23	Test cassettes for screen film contact	X					
24	Make a test for focal spot size	X					
25	Test for X-ray beam alignment	X					

TASK LISTING BY DOT CODE

OCCUPATIONAL AREA (POST-SECONDARY) X-RAY TECHNOLOGIST

RELATED SECONDARY CLUSTER HEALTH OCCUPATIONS

DUTY ____________

*DENOTES SECONDARY EXPECTANCY

POSSIBLE EXIT POINTS

TASK NO.	TASK NAME	DOT DESCRIPTIO: X-RAY TECHNICIAN	DARKROOM TECHNICIAN		TRANSPORT TECHNICIA		
	DOT NO.	199.361-010					
	DUTY G -- Performing Ultrasound Duties						
1	Load and unload ultrasound film cassettes	X					
2	Calibrate ultrasound equipment	X					
3	Make a film exposure of oscilloscope display	X					
4	Make B-mode ultrasonograms	X					
5	Make M-mode ultrasonagrams	X					
6	Make A-mode ultrasonograms	X					
7	Make real time scans	X					
8	Detect motion with the Doppler ultrasound motion detector	X					

APPENDIX A

OVERVIEW OF COMPETENCY-BASED EDUCATION

Occupational or task analysis is a fundamental process used to develop competency-based systems of vocational instruction. The following is an overview of CBI.

Today educators once more are wondering how to respond to current societal demands. One of the strongest demands is for accountability. Parents and students wonder, "What really are our teachers teaching?" "What should students be learning?" and "What should our teachers be teaching?" Out of these demands, competency-based instruction (CBI) has emerged.

Simply defined, competency-based instruction is a systematic approach to instruction, aimed at accountability, based on job-derived standards, and supported by a feedback mechanism. As such, it has certain basic components. The five major components in a competency-based learning system are (1) competencies, (2) performance objectives, (3) criterion-referenced tests, (4) delivery systems, and (5) program evaluation. Each is interrelated, and together they form the basis of a program that provides for accountability and systematic process for adjusting the program to provide for changing needs.

Identification of Competencies

Competencies are the knowledge, skills, attitudes, and judgments that will be demonstrated at a pre-determined level of proficiency before a student is recommended as a graduate of a specific program. Competencies grow out of the needs of individual students, employers, the community and society, and they provide evidence of the application of knowledge, skill, and judgment in one's daily life. They give direction to the development of courses or units of learning; they are the unifying factor among courses; in a program they prescribe the development of performance objectives for each course.

Performance Objectives

Performance objectives are statements of educational intent that indicate the behaviors a student will demonstrate upon successful completion of a learning experience. They describe precisely what students should do to pass a module, unit, course of instruction or competency check.

Criterion-Referenced Testing

Criterion-referenced testing is the process of measuring the learner's performance as described in a performance objective and evaluating the learner as indicated in the same objective. Criterion referenced tests are written before you begin instruction. You may use them to allow students to exempt all or part of a course. They may also be used to provide students with an orientation to a course. Criterion-referenced tests permit students to know at the beginning of the course exactly what and how they will accomplish specified objectives to complete the course successfully.

Learning Strategies or Delivery Systems

A learning strategy is the process of structuring effective learning situations which will enable students to achieve specified performance objectives. Therefore, in a competency-based program, the emphasis in each learning activity, teaching strategy, or "method" is directed toward helping students to learn a pre-specified objective. One of the major research findings on teaching and learning is that a variety of materials, processes, and learning modes works better for most learners than using a single process for each individual or for a class.

Follow-up and Evaluation

Follow-up is the procedure used to increase or reinforce the effectiveness of previous action. There are no "unique" processes that have been developed to be used exclusively in a competency-based program for follow-up and evaluation. The design of program evaluation, however, should consist of at least two processes: (1) gathering formative evaluation data periodically from students and faculty, and (2) following up students as they demonstrate competencies on the job.

Implementing a CBI System

In order to incorporate the principles of competency-based instruction into a vocational course or program, certain activities must be accomplished. The following chart presents a development model. (The preceding overview was developed from the article by Calhoun (1979) cited in the bibliography, by permission of the author.)

Phase 1: Determine Content	Phase 2: Plan for Instruction	Phase 3: Implement Instruction
1.1. Determine occupational tasks	2.1. Develop enabling objectives and measures	3.1. Develop lesson plans
1.2. Analyze tasks	2.2. Specify supporting skills and knowledges	3.2. Select/develop student materials
1.3. Develop performance objectives	2.3. Select methods and media	3.3. Conduct main-stream validation
1.4. Develop criterion-referenced measures	2.4. Plan student activities	3.4. Adapt validated instruction to special needs
1.5. Organize instructional sequence		3.5. Set up system of accountability

The model above contains a summary of those activities necessary for complete development of competency-based instruction in vocational programs. Modification of existing programs will not necessarily require completion of all activities, since some might have already been accomplished. It is the purpose of this Curriculum Development Guide for competency based instruction, to define the portion of the developmental model above which is essentially research based. That is, the determination and developing of tasks performed by workers actively employed in a particular occupation.

Description of Phase 1 Activities

The first phase consists of five major activities, the end product of which is an organized instructional sequence. This phase is addressed by material contained in this book.

Phase 1.1 and 1.5 have been accomplished herein. Supplementary documents contain phases 1.2, 1.3, and 1.4 for selected programs only.

1.1 Determine Occupational Tasks

Occupational tasks are derived from research conducted within a specific occupation. Such research involves analyzing each occupation to determine its duties and tasks, surveying large numbers of workers to determine exactly what they are doing, and then deciding on that basis what should be included in the training.

1.2 Analyze Tasks

Once the needs of an occupation have been clearly stated in research-based tasks, each task is then further analyzed. This analysis, conducted through literature study, interviews, observations and other research procedures, is done to determine the major steps and procedures which make up each task as well as the conditions under which it is performed and the equipment it requires.

1.3 Develop Performance Objectives

Each analyzed task is next translated into a performance objective which specifies exactly what the student will do as a result of the instruction, the conditions under which it will be done, and the standard of proficiency to be achieved.

1.4 Develop Criterion-Referenced Measures

For each performance objective, a measure is written which required the student to perform what is specified in each objective. This criterion-referenced measure enables the teacher to evaluate the student's performance according to the objective's standard. It also provides the instrument for validation of the instruction.

1.5 Organize Instructional Sequence

Since an occupational analysis includes a broad area of duties and tasks, each instructional program must be tailored to meet specific training requirements set up by instructional, regional or local demand. The specific instructional requirements, then, can be selected from the tasks and objectives and arranged into the desired teaching sequence.

APPENDIX B

THE RELATIONSHIPS OF DUTIES, TASKS, PERFORMANCE OBJECTIVES, AND CRITERION REFERENCED MEASURES

The following will identify the relationships between the various elements (duties, tasks, performance objectives, and criterion referenced measures) of a competency-based instructional sequence.

DUTY: Operating Grinding Machines

A duty is one of the distinct major activities involved in a job performance. It consists of a collection of related tasks accomplished by the job incumbent. The duty statement begins with an action work, most commonly the gerund (ing) form of a verb. An object or function is used with these words, i.e., "Typing office communications," "Inspecting brake systems," etc.

Suggested Uses of Duty Statements

1. Use as a basis for a functional organization of your program. It is often advantageous to organize a program in terms of what is done on the job. Since duty areas state major job activities, they can be readily grouped into clusters, blocks or large units.

2. Use to state general goals or competencies. When a program is being organized in terms of generally stated goals or competencies, the duty statements can be used to state them. Such statements encompass groupings of more specific competencies. Thus, they are used for structural purposes only.

3. Use as a guide for negotiating the work areas for cooperative training. With a list of duty statements, the coordinator can use this as a "shopping guide" to negotiate the work areas for a cooperative training plan. With the major work areas determined, they can then proceed to the specific tasks involved.

TASK: Attach and align materials for grinding operation

A task is a unit of work activity which constitutes a significant part of a duty. A combination of tasks forms logical work steps necessary to perform a duty. A task has a definite beginning and ending point in its accomplishments and generally consists of two or more definite steps.

Suggested Uses of Task Statements

1. Identify the lessons or other instructional increments within a functional organization. When a program has been organized by duty statements, the statements, arranged in the desired sequence under each duty, can be used to outline the specific lessons under each functional unit.

2. State specific competencies. If a program is organized (or being organized) in terms of competencies, the task statements may be used to state the specific competencies when duty statements are used to identify the general competencies.

3. Record student progress. Task statements may be entered on the students' progress records to reflect exactly what each student has (or has not) achieved.

4. Specify tasks for a cooperative training plan.

5. Use to certify training. If a certificate is awarded upon completion of the program (or any significant part of it) the task statement may be used to check off what each student has actually accomplished. Prospective employers, therefore, can be shown meaningful records of the students' training.

PERFORMANCE OBJECTIVE:

69. PERFORMANCE OBJECTIVE

[1]Given a diamond point dressing tool,
work-holding device, dial indicator,
feeler gauge, and micrometer caliper,
[2]attach and align materials for
general or cylindrical grinding/
polishing.
[3]Tolerance for alignment must be
+0.001"
-0.001"

A PERFORMANCE OBJECTIVE contains the following components: (1) the condition under which the student will perform, (2) the performance required of the student, and (3) a job-relevant standard for measuring successful performance of the objective. These components are illustrated above.

Suggested Uses of Performance Objectives

Performance objectives are terminal objectives; that is, they specify how and how well the student is expected to perform the tasks after the instruction. In themselves, they are not curriculum, but they can be used in revising existing curriculum or in developing new programs. Following are some of the ways in which they can be used.

1. Match with the specific goals or competencies stated in an existing program. In many programs, the intended outcomes for each unit or other division are stated as goals or competencies. For example, a goal might be stated as "Develop proficiency in cutting and shaping hari." From the catalog, then, all performance objectives dealing with shaping and cutting hair could be selected to specify the desired proficiencies.

2. Compare with existing objectives. Since much work has already been done in performance-based instruction, some programs will already have some performance objectives. Existing objectives can be edited, brought up to date or replaced by comparing them with the instructor-developed objectives.

3. Match with the identified needs for a new program. When a new program is planned it is usually based on a local needs analysis involving local business and industry, advisory committees, craft committees, instructors, workers and supervisors. The needs analysis, when completed, will indicate the specific job skills to be developed in the new program. The performance objectives (along with the tasks) can be matched with those identified skills to provide terminal objectives for the new program.

4. Use as the basis for updating and revising existing instruction. When instruction is revised, a starting point is the performance objectives. Since each performance objective specifies a terminal competency, the instruction should support it in terms of knowledges and skills to be

taught, methods to be employed and the media and resources to be used. Because they are based on valid research, performance objectives can provide a solid basis from which to revise instruction.

5. Use to negotiate the proficiency requirements for training plans in cooperative education. When the coordinator and employer have mutually selected duty areas and tasks to be developed on the job, they can then use the objectives to specify the required proficiencies.

CRITERION-REFERENCED MEASURE:

> CRITERION-REFERENCED MEASURE
>
> Go to the general or cylindrical grinder
> and attach and align the holding devices
> and materials provided. Tolerance for
> alignment: +0.001"
> -0.001"

Following the performance objective is a CRITERION-REFERENCED MEASURE. This is usually written in the form of an imperative statement to the student stating what is to be done. Its purpose is to measure the performance stated in the Performance Objective.

Suggested Uses of Criterion-Referenced Measures

1. Measure student achievement. The primary purpose of the criterion-referenced measure is to measure each student's achievement. This is accomplished by requiring the student to do what is specified in the objective.

2. Measure the effectiveness of existing instruction. When instruction for a task has been given, administer the

criterion-referenced measure to each student. Results of the measure will indicate any weaknesses and the necessary revisions.

3. Validate new instruction. When instruction has been developed or revised, the administration of the criterion-referenced measures will measure the instruction's effectiveness.

4. Use to advance students who demonstrate proficiency. Students with prior experiences should be so placed in the program to take advantage of that prior experience. Administration of the criterion-referenced measures before the instruction will make it possible to advance those students who demonstrate proficiency.

(Examples of tasks and related performance objectives and criterion-referenced measures may be found in the V-TECS material and in supplementary documents procedured by the Task Linkage Project.)

APPENDIX C

UNDERSTANDING DUTIES, TASKS AND PROCEDURAL STEPS IN COMPETENCY-BASED INSTRUCTION

The material contained in this document is a delineation of duties and tasks performed in various occupations. In utilizing these lists the terms duty, task, and step often have conflicting and ambiguous meanings for various users. Perhaps the best way to understand this relationship is by utilizing an example which will be familiar to most groups who work with this material. The illustration given below is for the job of classroom teacher.

A duty is a broad area of functional responsibility. Duties are performed through a series of tasks. A classroom teacher might have the following duties. (Remember these divisions reflect personal judgments).

A. Planning and organizing instruction

B. Presenting classroom instruction

C. Maintaining student records

D. Performing administrative activities

E. Performing purchasing functions

F. Performing extra-curricular duties

G. Participating in professional growth development activities

H. Maintaining classroom environment

Tasks associated with Duty A (above) might be as follows sequenced in order most likely performed:

A. Planning and Organizing Instruction
   1. Prepare course outline
   2. Prepare specific performance objectives

4. Prepare instructional methods for each objective

5. Develop a student measure for each course objective

6. Select appropriate materials and media

7. Develop instructional sequence for lesson presentation

8. Develop and write down daily lesson plans

9. Develop specific instructions for individual students as needed

Tasks are performed through a series of procedural steps. Procedural steps associated with Task A-1 might be:

A. 1. Prepare course outline
    a. Review other courses
    b. Decide on student needs
    c. Review available resources and material
    d. Consult with instructional supervisor
    e. Write down basic points to be covered

(These procedural steps are often called task detailing, and are not developed for tasks in this publication.)

These examples are designed to show that Duties and Tasks are simply methods for quantifying and stating units of work activity. As can be noted, the components which make up these units require the input of much professional judgment. No means of division are necessarily right or wrong. The best lists of this type are those which accurately and completely describe the work that is done on the job. Another way of saying this is that a good task list consists of those things you could observe a worker doing if you followed him/her around for a while on his/her job! This would include things done often, and things done seldom, but would be very descriptive of the actions performed by the worker.

As you can see, a task list is an action document. It is a document which specifically states to a student or an employer exactly what gets done and by whom, in the work environment.

APPENDIX D

COMPLETERS, LEAVERS AND THE CONCEPT OF MULTIPLE CAREER OPTIONS-RATIONALE

As may be interpreted from the attached federal regulations, the notion of program *completer* versus program *leaver* is tied directly to the career objective *stated or implied* by the student. Vocational programs are required to report a student as a leaver if a planned program leading to a career *objective* is not completed. Each multiple option in this document constitutes such an objective. If a student leaves after the completion of any one of these options it may at least be *implied* that the objective has been met. The concept of multiple career options based on a task analysis provides the validation necessary for organizing a curriculum which allows students to elect to take only a portion of an instructional sequence and still be a program completer by federal guidelines. It also allows for a program which is responsive to the unique interests, aptitudes, abilities, and time investment of individual students. An extremely important impact of such an organization is its effect upon the needs of special populations and the problems associated with setting the admission policies to vocational programs for these students which allow for their limitations without transgressing upon their abilities. The task listings which are included in this publication indicate possible exit points in these programs and the tasks necessary to reach each level. The user is encouraged to read the enclosed federal guidelines carefully and to develop a curriculum which allows students to complete at least one occupational objective or exit point within a reasonable period of time after beginning the program.

DEFINITIONS - FEDERAL

PROGRAM:

Is defined as a planned sequence of courses, services, or other educational activities designed to meet a specific VOCATIONAL OBJECTIVE.

VOCATIONAL OBJECTIVE:

Vocational objective is the intended occupational outcome of training and other preparation as stated by the individual student or implied.

COMPLETION: (Completed Program)

Means a student who finished a planned sequence of courses, services, or activities designed to meet a vocational occupational objective and which purports to teach entry-level job skills.

LEAVER:

LEAVERS Means anyone who has (1) been enrolled and has attended a program of vocational education and has left the program voluntarily before its formal completion because they have acquired sufficient entry-level skills to work in the field, and who have taken a job related to their field of training; and (2) all other leavers.

REPORTING:

Report these persons by race/ethnic group by sex, level of completion, handicap and by head count for persons who --

1) Completed more than 50% of program in which enrolled.

2) Completed 50% or less of program in which enrolled.

APPENDIX E

MODEL FOR CURRICULUM ORGANIZATION

The accompanying model illustrates graphically a design for incorporating the task-based, multiple exit point curriculum into a high school cluster program. This model contains the following essential elements:

1. At least one-quarter introductory class (one hour block is preferable) to orient the student to the training domain and to begin the development of basic knowledge and skill.

2. A student-teacher counseling session in which the student selects an option within the cluster which has the greatest potential for him/her.

3. The entry of the student into a specific task-based learning sequence which leads to identified job titles within an option available to the cluster.

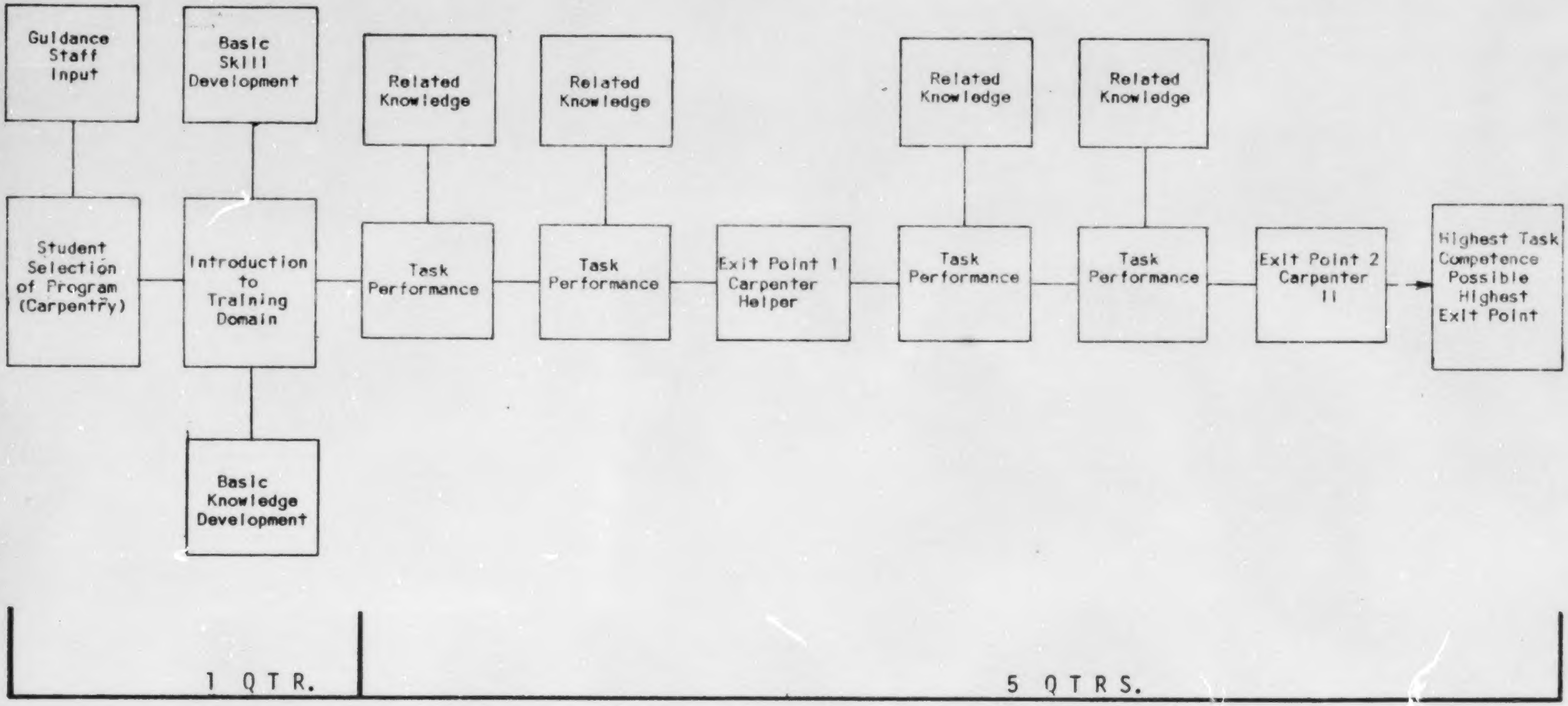
4. The provision that the student remain in the selected option until he/she completes tasks and related knowledge competence necessary for at least one of the identified exit points.

5. The option at the completion of any exit point to either: (a) continue along the same track to the limit that he/she is able to reach given his/her own investment of time, ability, and effort. (Equipment and materials limitations might play a role in setting this limit within a given program); (b) elect another option within the cluster and pursue it until a desired level of competence is reached; or (c) drop the program as a completer and enter either the job market or another training area.

The post-secondary training model also illustrated graphically, differs only in the sense that the student decides before entry which specialized program he/she wishes to ener, and progresses through a task-based system designed to develop the highest exit point competency possible. This sort of program is not concerned with clusters of occupations, but does utilize a series of multiple career options (exit points) within its training domain.

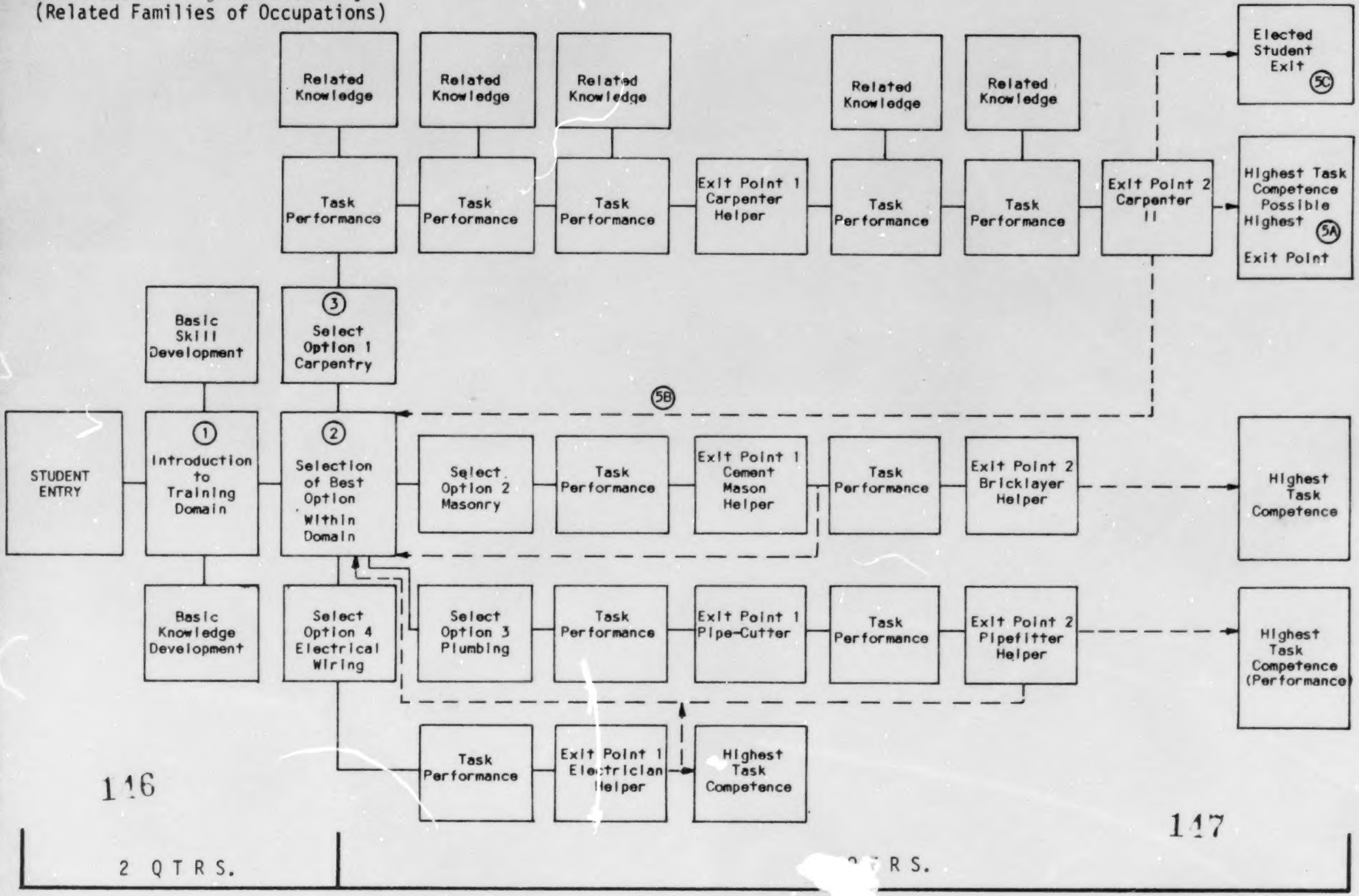
SYSTEMS DESIGN FOR TASK BASED INSTRUCTION

Specialized Post-Secondary Program
(Carpentry)


Guidance Staff Input
Student Selection of Program (Carpentry)
Basic Skill Development
Introduction to Training Domain
Basic Knowledge Development
Related Knowledge
Task Performance
Related Knowledge
Task Performance
Exit Point 1 Carpenter Helper
Related Knowledge
Task Performance
Related Knowledge
Task Performance
Exit Point 2 Carpenter II
Highest Task Competence Possible Highest Exit Point
1 QTR.
5 QTRS.

SYSTEMS DESIGN FOR TASK BASED INSTRUCTION

Construction Programs Secondary
(Related Families of Occupations)


STUDENT ENTRY
① Introduction to Training Domain
Basic Skill Development
Basic Knowledge Development
② Selection of Best Option Within Domain
③ Select Option 1 Carpentry
Related Knowledge
Task Performance
Exit Point 1 Carpenter Helper
Exit Point 2 Carpenter II
Elected Student Exit 5C
Highest Task Competence Possible Highest 5A Exit Point
5B
Select Option 2 Masonry
Exit Point 1 Cement Mason Helper
Exit Point 2 Bricklayer Helper
Highest Task Competence
Select Option 3 Plumbing
Exit Point 1 Pipe-Cutter
Exit Point 2 Pipefitter Helper
Highest Task Competence (Performance)
Select Option 4 Electrical Wiring
Exit Point 1 Electrician Helper
Highest Task Competence
2 QTRS.
[illegible] QTRS.

APPENDIX F

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- Appliance Repairer
- Auto Body Repairer
- Auto Mechanic
- Bank Teller
- Bookkeeper
- Bricklayer
- Carpenter
- Cashier/Checker
- Computer Operator
- Computer Programmer
- Cosmetologist
- Dental Assistant
- Dental Laboratory Technician
- Die, Jig and Fixture Designer
- Diesel Mechanic
- Drafter
- Electronic Technician
- Emergency Medical Technician
- Legal Secretary
- Licensed Practical Nurse
- Machinist
- Medical Assistant
- Medical Lab Technician
- Plumber
- Printer
- Radio/TV Repairer
- Radiographer
- Secretary
- Small Engine Repairer
- Welder